

SANCTUARY PARK

Updated September, 2011

TENANT LIFE SAFETY / EMERGENCY PROCEDURES

TABLE OF CONTENTS

EMERGENCY TELEPHONE NUMBERS.....	1
INTRODUCTION.....	2
Media Inquires	3
BUILDING/TENANT FIRE SAFETY	4
Smoke/Fire Emergency Procedures.....	5
Building Fire Safety Features	6
Tenant Fire Emergency Responsibilities	7
Tenant Safety Coordinator Responsibilities.....	7
Tenant Evacuation Procedures.....	8
Recommended Fire Safety Feature for Tenant Spaces	12
Disable Persons.....	12
Fire Prevention Tips.....	12
BOMB THREAT/NUISANCE CALL.....	14
Procedures/Checklist	14
General Information.....	15
Bomb Threat Received by a Tenant.....	15
Bomb Threat/Tenant Ordered to Evacuate	16
Suspicious Items.....	16
Handling Instructions.....	16
BUILDING SECURITY.....	17
General Information.....	17
Tenant Security Responsibilities	18
Theft.....	18
Lost and Found	18

MEDICAL EMERGENCY	19
Tenants Requiring Medical Attention	19
Ambulance	19
Hospitals.....	19
POWER FAILURE.....	20
SEVERE WEATHER	21
Severe Thunderstorm/Flood Activity.....	21
Tornado Warning	21
EARTHQUAKES.....	23
Precautions to Take During the Earthquake	23
Precautions to be Taken After the Earthquake	24
BIOLOGICAL AND CHEMICAL THREATS.....	25
General Info/Threats	26
Suspicious Items	27

Call 9-1-1 FIRST, then call the MANAGEMENT OFFICE

SANCTUARY PARK

EMERGENCY TELEPHONE NUMBERS

Building Management Office (Suite 270) (770) 569-1124

Security After Hours: (770) 569-5493

Police Department (Emergency) 911

Fire Department (Emergency) 911

Area Hospitals:

North Fulton Regional Hospital
3000 Hospital Blvd.
Roswell, Georgia
(770) 751-2500 (General Information)
(770) 751-2559 (Emergency Department)

Northside Hospital
1000 Johnson Ferry Rd.
Atlanta, Georgia
(404) 851-8000 (General Information)
(404) 851-8937 (Emergency Department)

St. Josephs Hospital
5665 Peachtree Dunwoody Rd.
Atlanta, Georgia
(404) 851-7001 (General Information)
(404) 851-7165 (Emergency Department)

INTRODUCTION

The security and safety of our tenants are primary concerns for the Management Team at Sanctuary Park. By informing you of our building's emergency procedures, we hope to reduce the risk of threatening occurrences, and to coordinate quick, effective responses to emergency situations.

This handbook provides information to ensure the maximum protection for you and your employees. It should be read carefully by key managers and by the designated Tenant Safety Coordinators in your office. It is essential that these procedures be fully understood and that they are followed if an emergency arises.

Please refer to page 7, which outlines the duties of a Tenant Safety Coordinator. This person plays an important role in maintaining the safety of the building and responding effectively to emergency situations. Each office should select one Safety Coordinator (with an alternate) for every 50 employees. The Management Office should be notified of the names of these coordinators, as they will be contacted regarding Building Safety Procedures.

We are pleased to have you as a tenant, and hope that you will work with us to enhance the safety and security of all tenants and employees at Sanctuary Park.

MEDIA INQUIRIES

If you should be contacted by the media regarding the buildings, property, or Jones Lang LaSalle
– please refer all questions to the General Manger 770-569-1124.

BUILDING/TENANT FIRE SAFETY

In the event of a fire, the safe and rapid evacuation of the affected area is the joint responsibility of the Management and the tenants in the area. It is imperative that each employee become familiar with the procedures on the following pages. If there are any questions, please call the Management Office at (770) 569-1124.

SMOKE /FIRE EMERGENCY PROCEDURES

If You Smell Smoke:

1. Call the Management Office - (770) 569-1124. Report the smoke, giving the location if possible and any other available details.
2. Notify your designated Tenant Safety Coordinator.
3. If you hear the alarm in your area YOU MUST EVACUATE. Use the stairwell. DO NOT USE THE ELEVATORS.

If You See Fire:

1. DO NOT WAIT FOR THE FIRE ALARM, (YOU MUST EVACUATE.) IF IT IS SAFE TO DO SO, CALL 911.
2. Try to CLOSE DOORS AS YOU LEAVE BUT DO NOT LOCK any doors.
3. IF THE ALARM IN YOUR SUITE HAS NOT BEEN ACTIVATED, PULL THE MANUAL PULL STATION AT THE STAIRWELL. THIS WILL ACTIVATE THE FIRE ALARM.
4. Try to notify your designated tenant safety coordinator and building management immediately.

DO NOT USE THE ELEVATORS.

If Ordered to Evacuate:

1. At the sound of the alarm on your floor, evacuate the Building.
2. Follow the evacuation instructions precisely.
 - DO NOT use the elevators
 - Use stairwells only
 - Walk – do not run down the stairs
 - Stay calm and orderly
 - Report to your tenant safety coordinator in your designated assembly location

BUILDING FIRE SAFETY FEATURES

1. Multi-purpose "ABC" fire extinguishers are located in wall-mounted fire hose cabinets just outside the stairwells on each floor in Sanctuary Park. Tenants should become familiar with the exact location and the proper use of these devices.
2. When an alarm on any floor is activated, all floors throughout the building also go into alarm.
3. Each floor of Sanctuary Park has three smoke stairwells identified on evacuation maps on each floor. Smoking is prohibited in the stairwells.
4. Stairwell doors must not be propped open as this may permit a fire or smoke to spread into the exit stairwells. Tenants should become familiar with the location of all exit stairwells on their floor. Please review the attached floor plans carefully

Types of Fires

The two most common types of fires in office spaces and buildings are 1) accidental fire caused by carelessness or equipment malfunctions; and 2) incendiary or arson fires.

Class A: Fires in such ordinary combustibles as paper, wood, cloth, rubber, textiles and many plastics.

Class B: Fires in flammable liquids such as grease, oil, paint and gasoline.

Class C: Fires involving energized electrical equipment where there is a risk of shock. (When electrical equipment is de-energized, Class A fire extinguishers may be used safely.)

Class D: Fires in combustible metals, such as magnesium, titanium, zirconium, etc.

Multi-purpose "ABC" extinguishers can be purchased to handle all classes of office fires. These chemical-based extinguishers can cause damage to electronic equipment. However, water extinguishers must not be used if an electrical current is present because of the danger of electrical shock. A fire in electronic equipment rooms will require the use of an "ABC" rated fire extinguisher; "A" because there is likely to be paper nearby, "B" because there may be oil or grease involved, and "C" because it is electrical equipment. Contact your insurance carrier with regards to the requirements for fire extinguishers in your office.

TENANT FIRE EMERGENCY RESPONSIBILITIES

Tenant Safety Coordinator Responsibilities

1. Each tenant should appoint a Tenant Safety Coordinator and one Alternate for every 50 employees. Full-floor and multi-floor tenants will require multiple Tenant Safety Coordinators and Alternates. The people chosen should be individuals who rarely travel and who are familiar with the names and faces of all employees in your office. One Safety Coordinator should be responsible for the development and implementation of the tenant's fire safety program. This program should include:
 - a) Development of evacuation plans.
 - Familiarize employees with the location of all exit stairwells.
 - Familiarize employees with the location and proper use of fire extinguishing equipment within the Building.
 - Inform employees as to who is responsible for the order to evacuate.
 - Inform the Management Office of all handicapped people who might require assistance during evacuation.
 - b) Train employees in emergency response procedures.
 - c) Practice emergency procedures to assure familiarity with individual responsibilities.

The Management Team is available to assist you in organizing training sessions for your designated employees.

2. In the event of a fire in the tenant's space, the Tenant Safety Coordinator is in charge until the appropriate emergency personnel arrives. The Tenant Safety Coordinator and the other designated employees should initiate the following emergency procedures:
 - a) Close all doors leading to the fire.
 - b) Immediately activate the alarm by pulling a pull station.
 - c) If safe to do so, call 911, then the Management Office - (770) 569-1124, and report the fire's exact location and what is burning. The Management Office will notify the Fire Department, ambulance service, and take any other action necessary.
 - d) The Tenant Safety Coordinator should coordinate his/her activities with those of other Tenant Safety Coordinators on the fire floor.

TENANT FIRE/EVACUATION EMERGENCY RESPONSIBILITIES

- e) If evacuation becomes necessary prior to the arrival of the appropriate emergency personnel, the Tenant Safety Coordinator will give the order to evacuate in accordance with the procedures outlined in the next section. The Tenant Safety Coordinator should notify the Management Office of this action. Building Management will immediately proceed to the scene with further instructions.
- f) When the Alpharetta Fire Marshall arrives on the premises, he/she is in charge, and all tenants must respond to any orders issued. The Management Office staff will assist the Fire Marshall as directed.

Tenant Evacuation Procedures

A. Full Building Evacuation

In order to ensure a clear, uninhibited entry for the Fire Department into the Building and to the fire area, it is extremely important that all tenants evacuate in the precise manner and to the exact area as designated by the Building Manager, Tenant Safety Coordinator, or Fire Department.

The following evacuation procedures should be observed:

1. If possible, grab purses, wallets, valuables, etc. as soon as the order to evacuate is given. You will not be allowed back into the space until the Fire Department or Building Management says it is safe to re-enter. However, purses, wallets, etc. should not take precedence over your own safety. If they are not directly at hand, ignore them and follow evacuation procedures.
2. Before opening any door to the corridor, check the door and doorknob for heat. If it is warm, stay in your office and, if possible, caulk around the door seams using wet towels or “duct” tape. **DO NOT OPEN THE DOOR!** Find another exit to the corridor.
3. If both your door and doorknob are cool, and you leave your office:
 - a) Check for smoke in the corridor.
 - b) When smoke is present, stay low by crawling since clean air is closest to the floor.
 - c) Everyone should proceed quickly, but calmly to the nearest stairwell. **DO NOT RUN** All the stairwells are constructed with fire-resistant materials to provide safe evacuation for building occupants.

TENANT FIRE/EVACUATION EMERGENCY RESPONSIBILITIES

- d) DO NOT PANIC Panic is the most harmful and most difficult element to control in an emergency. Avoiding panic is accomplished through the following steps:
- Knowledge of procedures which must be followed.
 - Confidence in the responsible personnel's ability and guidance.
 - Calmness and self-confidence of responsible personnel.
- e) DO NOT ATTEMPT TO USE THE ELEVATORS report to the main lobby where the doors will open during building alarm and are not available for usage.
- f) Check stairwells for smoke.
- g) Once you are in the stairwell, should you encounter smoke on your descent, get out of the stairwell into any clear corridor and proceed to a different stairwell.
- h) Evacuate to the exact area designated by the Building Manager, Tenant Safety Coordinator, or Fire Department.
- i) If your designated evacuation area is outside of the Building, move to areas away from the building to insure you do not inhibit fire-fighting activities. The stairwells exit the Building on the ground floor into corridors leading directly to outside exits.
4. A person (possibly an Alternate) should be designated to walk the suite to assist employees and make sure everyone is aware of the evacuation order.
5. The last person leaving any enclosed office area should close the office door, without locking it. This will help to confine any fire until the arrival of the Fire Department.
6. Form a single-file line at the stairwell exit door and proceed calmly and carefully to the stairwell designated in your evacuation instructions. Do not open any door without first checking to see if it is hot. If the door is hot, there is undoubtedly a fire on the other side. Proceed to another floor.
7. Conversation should be kept to a minimum. Everyone should stay in a single-file line on the right side of the staircase.

TENANT FIRE/EVACUATION EMERGENCY RESPONSIBILITIES

8. Once the evacuation has begun, no one should attempt to re-enter the evacuated area until it has been declared safe by Fire Department officials or Building Management.
9. During evacuation, handicapped persons should be helped into a fire-protected stairwell. . The Tenant Safety Coordinator should notify the Building Management Office as to the location of handicapped employees so that security personnel may respond to assist their evacuation.
10. The Tenant Safety Coordinator or Alternate should proceed to take a head count to determine if everyone is accounted for. If someone is missing, this information should be relayed to the security personnel at the rendezvous floor. If evacuation of an area is not possible because all escape routes are blocked by fire or thick smoke, the following procedures should be observed:
 - a) Move as far away from the fire as possible. Close all doors as you go. Every closed door between you and the fire provides a barrier against smoke.
 - b) If a phone is accessible, call the Fire Department (911) and then the Building Management Office at (770) 569-1124 with your precise location.
 - c) Stuff clothing or other materials around ventilation ducts and cracks in the doors to prevent smoke-filled air from penetrating the area.
 - d) DO NOT BREAK THE WINDOW GLASS Under certain conditions, an open window may draw smoke into the area. If the glass has been broken, there will be no way to stop the smoke from entering the room.

TENANT FIRE EVACUATION EMERGENCY RESPONSIBILITIES

B. Partial Building Evacuation

In the event it is necessary to partially evacuate the building you will be notified by a Sanctuary Park representative the reason for the evacuation and the area of relocation.

C. Plan for Relocation

In the event that is necessary to relocate, a Sanctuary Park representative or a city emergency services representative will direct you to the refuge area.

D. Shelter in Place

In the event that is necessary for shelter in place to be implemented the following procedures are recommended:

Select interior room(s) above the ground floor, with the fewest windows or vents. The room(s) should have adequate space for everyone to be able to sit. Avoid overcrowding by selecting several rooms if necessary. Large storage closets, utility rooms, pantries, copy and conference rooms without exterior windows will work well. Avoid selecting a room with mechanical equipment like ventilation blowers or pipes, because this equipment may not be able to be sealed from the outdoors.

TENANT FIRE EMERGENCY RESPONSIBILITIES

Recommended Fire Safety Feature for Tenant Spaces

1. Tenants should make arrangements to protect areas such as computer rooms, mail rooms, and duplicating and storage areas with fire-rated enclosures and fire extinguishers. If the size or value density of these areas is large, smoke detectors or automatic extinguishing systems (such as Halon) should be considered.
2. Tenants should take steps to safeguard their business from the effects of a fire in the Building by protecting vital documents and company records. This can be done by off-site storage facilities, records, or fire-resistant storage areas. The specific method of protection will depend on the size and nature of the material involved.

Disabled Persons

The evacuation of disabled persons will be the responsibility of each tenant. The Tenant Safety Coordinator should identify those people who will require assistance during an evacuation and establish an action plan for evacuating these employees. It is recommended that two (2) persons be assigned to assist each disabled person in the office. If any problem arises in the evacuation of disabled persons, contact the Fire Department for assistance immediately. A list of all disabled persons should be forwarded to the Management Office.

Evacuation of disabled persons can be accomplished by escorting the individual to a designated safe location. The Fire Department will be notified upon arrival and they will locate and remove the individual from the building.

1. Notify the Management Office of the disabled persons location.
2. Take down phone number and location of where person is located.

TENANT FIRE EMERGENCY RESPONSIBILITIES

Fire Prevention Tips

- In the interest of life safety, Sanctuary Park has been designated as a non-smoking building. No smoking is allowed in any of the common areas, including stairwells and corridors.
- Space heaters are prohibited.
- Any flammable or combustible supplies should be stored in NFPA approved fire cabinets.
- Be sure all electrical appliances are turned off when not in use.
- Arrange for proper use and storage of adhesives, cleaning fluids, and other flammable liquids and, where possible, substitution of less flammable products.
- Eliminate extension cords where possible, by providing more power outlets or relocating some electrical equipment. The Building recommends 6 foot, UL approved extension cords. NO LAMP EXTENSION CORDS OR MULTI-JACKS SHOULD BE UTILIZED. Extensions cords should NEVER be placed in walk paths as this can cause serious accidents as the result of tripping.
- Provide adequate ventilation for office equipment like copying machines, printers or computers.
- Do not use candles or exposed flames in the office. The building is equipped with emergency lighting so no additional lighting is necessary.
- Report any potential fire hazards in the building to the Management Office immediately.
- Only fire-proof artificial Christmas trees should be decorated with lights.

BOMB THREAT/NUISANCE CALL CHECK LIST

At _____ a.m./p.m., a telephone call was received at telephone number _____, extension _____.
The following message was received.

- TRY TO GET THE CALLER TO REPEAT THE MESSAGE! (“I’m sorry, would you say that again please?”)
- DO NOT INTERRUPT THE CALLER WHILE HE/SHE IS TALKING.
- TRY TO KEEP THE CALLER TALKING! (Use your imagination - try to act natural.)
- Questions to ask the caller: What does the bomb look like?
- When is the bomb going to explode?
- Where is it right now?
- What kind of bomb is it?
- Did you place the bomb?
- What is your address?
- What is your name?

• CALL DESCRIPTION

SEX OF CALLER _____, RACE _____, AGE _____

LENGTH OF CALL _____

CALLERS VOICE

- | | |
|-----------------------------------|---|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Nasal |
| <input type="checkbox"/> Angry | <input type="checkbox"/> Stutter |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Lisp |
| <input type="checkbox"/> Slow | <input type="checkbox"/> Raspy |
| <input type="checkbox"/> Rapid | <input type="checkbox"/> Deep |
| <input type="checkbox"/> Soft | <input type="checkbox"/> Ragged |
| <input type="checkbox"/> Loud | <input type="checkbox"/> Cleared Throat |
| <input type="checkbox"/> Laughter | <input type="checkbox"/> Crackling Voice |
| <input type="checkbox"/> Crying | <input type="checkbox"/> Disguised |
| <input type="checkbox"/> Normal | <input type="checkbox"/> Accent |
| <input type="checkbox"/> Distinct | <input type="checkbox"/> Slurred |
| <input type="checkbox"/> Familiar | <input type="checkbox"/> Deep Breathing |
| <input type="checkbox"/> Slurred | <input type="checkbox"/> Well Spoken (educated) |
| <input type="checkbox"/> Fouled | <input type="checkbox"/> Familiar |

BACKGROUND NOISES

- | | |
|--|---|
| <input type="checkbox"/> Street Noises | <input type="checkbox"/> Factory |
| <input type="checkbox"/> Crockery | <input type="checkbox"/> Animal Noises |
| <input type="checkbox"/> P A System | <input type="checkbox"/> Clear |
| <input type="checkbox"/> Music | <input type="checkbox"/> Static |
| <input type="checkbox"/> House Noises | <input type="checkbox"/> Local |
| <input type="checkbox"/> Motor | <input type="checkbox"/> Long Distance |
| <input type="checkbox"/> Machinery | <input type="checkbox"/> Phone Booth |
| <input type="checkbox"/> Normal | <input type="checkbox"/> Office Machinery |
| <input type="checkbox"/> Familiar | <input type="checkbox"/> Voices |

THIS REPORT PREPARED BY: _____ DATE: _____

BOMB THREAT/NUISANCE CALL

General Information

The most common bomb threats are made by direct telephone calls to a company or the Atlanta Police Department. However, some threatening calls are made to third parties such as television studios and newspaper offices. There are two reasons for a caller to report that a bomb is to go off at a particular location:

1. The caller knows that an explosive or incendiary device has been or will be placed in the building and wants to minimize personal injury. The caller may be the person who planted the device, or just someone who is aware of such information.
2. The caller wants to create an atmosphere that spreads panic and disrupts normal business activity. This may be the ultimate goal of the caller.

Bomb Threat Received By A Tenant

Should a bomb threat be received by an employee of your firm, the following guidelines should be used:

1. Follow the checklist on the first page of this section. Try to obtain as much information possible. Be prepared to relay this information to the police when they arrive.
2. Immediately call the Building Management Office (770) 569-1124. Building Management will call the police. If possible, have a second individual call the Building Management Office while the bomb threat is still in progress.
3. Be alert for any unfamiliar people and/or objects to point out to the police or building staff upon their arrival. DO NOT touch or handle any suspected object.
4. The Tenant Safety Coordinator, accompanied by the police and building staff, will make a complete search of the suspected areas. It will be the responsibility of the Tenant Safety Coordinator to identify any suspicious items which do not belong in the space.
5. The person receiving the call should remain on site and be available for an interview by building management and local authorities (i.e., police, fire, investigator).

BOMB THREAT/NUISANCE CALL

Bomb Threat/Tenant Ordered To Evacuate

The Tenant along with the Building Management Office will have the responsibility of deciding whether their space should be evacuated. If you are ordered to evacuate, all the following steps should be followed:

1. The Tenant Safety Coordinator will be given the order to evacuate. At this time, an announcement will be made, with instructions for tenants to evacuate.
2. Everyone should proceed quickly, but calmly, to the nearest stairway exit. **DO NOT RUN**
3. The Tenant Safety Coordinator or Alternate should walk the suite to assist employees and make sure everyone is aware of the evacuation order.
4. Once the evacuation has begun, no one should attempt to re-enter the evacuated area until it has been declared safe by the Fire/Police Department.
5. Upon arrival at the rendezvous point, everyone should remain a safe distance (250 feet) from the building until the Fire/Police Department issues an all clear.
6. The Tenant Safety Coordinator or Alternate should proceed to take a head count to determine if anyone is missing from their office. If someone is missing, this information should be immediately relayed to the security personnel on duty.

SUSPICIOUS ITEMS

1. Letters that are unusually bulky, or weighty.
2. Parcels or envelopes with oily stains or discoloration.
3. Parcels or envelopes without a return address.
4. Foreign mail, air mail, or special deliveries.
5. Restrictive markings such as “confidential”, “personal”, etc.
6. Use of titles but no names
7. Excessive postage

HANDLING INSTRUCTIONS

1. **DO NOT** handle the item.
2. **DO NOT** attempt to open the parcel.
3. **DO NOT** place the parcel in water.
4. **DO NOT** remove any binding material.
5. **DO NOT** pull or cut any material that protrudes.

BUILDING SECURITY

General Information

Security plays an extremely important role in the overall smooth operation of the Building. Good security protects the building against carelessness, negligence, malicious mischief, theft, safety hazards, sabotage and fire.

During non-business hours, officers will patrol the building and its tenant floors. They are easily recognized as they are always dressed in uniform. Our security personnel act as a deterrent to the would-be criminal as well as enforce building regulations, maintain order, and are on alert for any unusual activities within the building.

As a theft preventive measure, each time you, one of your employees, your vendors or contractors remove any material or equipment from the building, you will be required to notify the Building Management Office when furniture, boxes, or office machines are being removed from the Building either by a tenant or a repairman.

There may be special instances when vendors or contractors (carpet cleaning, installation of computer equipment, etc.) need to perform work in your suite during non-business hours. In such instances, please provide notification to the Building Management Office which states the name(s) of the individual(s) and the company, and the approximate time and nature of the work to be performed. Request that the individual(s) have some form of identification to present to the officer on duty.

There may be occasions when we need to escort an unwanted visitor from the building or to investigate a theft. The inconvenience caused by these situations can be minimized if the procedures above and on the following pages are observed.

BUILDING SECURITY

Tenant Security Responsibilities

Remember that the best way to improve security is for each tenant at Sanctuary Park to take an active role. Here are some additional tips for your safety:

1. Make sure all doors to your offices are locked and secured at the close of your business day. This is extremely important on the weekends.
2. Do not hesitate to report any suspicious or disorderly individuals to security or the building Management Office (770) 569-1124. If necessary, security will escort them from the Building.
3. Solicitation is not permitted in the building, and any individual who enters your offices for this purpose should be reported to the Management Office. They will be escorted from the building.
4. Inform the Management Office of any building keys which are lost. This includes keys to your suite, access cards and storeroom keys.

Keep Building Entry Key-Cards out of the hands of those who do not need them. Maintain up-to-date records of all your employees who have access cards. Inform the Management Office immediately when individuals have been removed from your employment for any reason.

Theft

Should you suspect that our offices have been broken into or if items are found to be missing, contact the Management Office and the Alpharetta Police Department. In addition, if the incident occurs after hours, our Security Staff will submit a written report to the Management Office immediately following investigation of the matter. In the meantime, try to avoid disturbing anything in areas which you feel might have been affected by an intruder.

Lost and Found

Any individual finding lost item(s) should turn them into the Management Office – Suite 270 – 1165 Sanctuary Parkway, or to the Security Guardhouse(s) at the park entrance(s) if it is found after normal business hours.

MEDICAL EMERGENCY

Tenants Requiring Medical Attention

- 1) Call Alpharetta Fire Department - 911. Be prepared to provide:
- 2) The address of the Building where you are located:
 - a) Lake View One 1105 Lakewood Parkway Alpharetta, GA 30009
 - b) Lake View Two 1145 Sanctuary Parkway Alpharetta, GA 30009
 - c) Oak View One 1165 Sanctuary Parkway Alpharetta, GA 30009
 - d) Oak View Two 1185 Sanctuary Parkway Alpharetta, GA 30009
 - e) Oak View Three 1150 Sanctuary Parkway Alpharetta, GA 30009
 - e) The Falls 1125 Sanctuary Parkway Alpharetta, GA 30009
 - f) Stonebridge One 1120 Sanctuary Parkway Alpharetta, GA 30009
 - g) Stonebridge Two 1110 Sanctuary Parkway Alpharetta, GA 30009
 - h) Stonebridge Three 1130 Sanctuary Parkway Alpharetta, GA 30009
- 3) Give them your name, the nature of the problem, the location of the person requiring medical attention, including the floor and suite number.
- 4) Immediately after calling 911, call the Management Office at (770) 569-1124, so that building personnel can meet the emergency crew at the building entrance and direct them to your area.

Ambulance Services

The Alpharetta Fire Department Ambulance Service - 911 - will automatically take the patient to the nearest medical facility. If another hospital is desired in non-emergency situations, consult the yellow pages in advance for alternate ambulance service.

Area Hospitals

North Fulton Regional Hospital
3000 Hospital Blvd.
Roswell, Georgia
(770) 751-2500 (General Information)
(770) 751-2559 (Emergency Department)

Northside Hospital
1000 Johnson Ferry Rd.
Atlanta, Georgia
(404) 851-8000 (General Information)
(404) 851-8937 (Emergency Department)

POWER FAILURE

Sanctuary Park is designed to minimize the risk of a general power failure resulting from causes within the building. Typically, should a power failure occur, it will affect either an isolated area of the building or some larger portion of surrounding geographic area.

In case of a power failure, battery powered light fixtures will supply emergency lighting in offices, corridors and stairwells. These will remain lit in a general power failure. If an electrical failure does occur, the following guidelines should be observed.

1. Contact Georgia Power at 888-655-8888. They will begin work on the outage immediately.
2. Contact the Management Office (770) 569-1124. The Management Office will attempt to expedite the power restoration.
3. Raise blinds to let in outside light. If there is adequate lighting from windows, continue performing assignment as well as possible.
4. If you are instructed to evacuate, lock all areas.
5. Do not congregate in lobby areas or in the roadways.
6. If you are trapped in an elevator during a power failure, wait for assistance. Your elevator will cease operation, but WILL NOT FALL. Do not force open the doors or try to escape through the roof hatch. If the power is restored while an escape is attempted, severe or fatal injuries could result. DO NOT PANIC. If an emergency rescue is required, it will be performed only by the Alpharetta Fire Department or the elevator service company.
7. The Management Office will attempt to advise you regarding the length and cause of the power failure as soon as possible.
8. In case of a power failure, battery powered lighting will supply emergency lighting in offices, corridors and stairwells.

SEVERE WEATHER/FLOODS

These following procedures are provided as suggestive guidelines only. Please contact the National Weather Service at 770-486-1133 with any specific questions regarding more specific information and recommended procedures during severe weather. The National Weather Service's website <http://www.srh.noaa.gov/FFC/> also offers additional information regarding severe weather and suggested procedures.

In general, there are two (2) types of unusual weather conditions which may occur and for which extraordinary precaution should be taken:

1. **SEVERE THUNDERSTORM/ FLOODING ACTIVITY**: Local weather service will issue advisories predicting areas of probable severe thunderstorm and flooding activities with the estimated duration of such activity.
2. **TORNADO WARNING**: By definition, a tornado warning is an alert by the National Weather Service confirming a tornado sighting and location. The weather service will announce the approximate time and detection and direction of movement. Winds will be 75 mph or greater.

BASIC SUGGESTIONS FOR STORM/ FLOOD EMERGENCY/TORNADO

1. If a Damaging Storm Occurs:
 - Move away from the exterior of the Building to a central area near the corridor or elevator lobby. Stairwells are safe. **DO NOT USE THE ELEVATORS.**
 - As you move, try to close the doors of rooms which have windows. Also, be sure the door to your suite is closed tightly, but not locked.
 - **DO NOT** go to the first floor lobby or outside of the Building.
 - **KEEP CALM.** If you are trapped in an outside office, seek protection under a desk.
 - Once the weather has subsided, report any damage or storm related leaks to the Building Management Office - (770) 569-1124.
2. In the event of a flood that may cause damage to tenant property or affect the normal operation of the building, designated tenant representatives will be contacted by building management personnel, regardless of the time of day.
 - The first priority is to ensure that no personal injury occurs as the result of a flood. Stay away from rapid moving water and rising water.

SEVERE WEATHER/FLOODS

- The second priority is to discover the cause and prevent or minimize flooding. Once the flooding has been contained, clean-up operations will be commenced. Tenants will need to contact their insurance carrier for any damage to their property
3. If a Tornado Warning Is Issued:
- Assemble in the center area of your floor's lobby. DO NOT stand near building windows. Please have your company's Tenant Safety Coordinator contact the National Weather Service to determine when it is safe to vacate the holding area.

EARTHQUAKES

These following procedures are provided as suggestive guidelines only. Please contact the National Weather Service at 770-486-1133 with any specific questions regarding more specific information and recommended procedures during severe weather. The National Weather Service's website <http://www.srh.noaa.gov/FFC/> also offers additional information regarding severe weather and suggested procedures.

When an earthquake occurs, the ground will shake perceptibly for a relatively short time, perhaps only a few seconds or for as much as a minute in a great earthquake.

1. Suggested Precautions to Take During the Earthquake:

- Try to remain calm and to reassure others.
- If you are indoors, move immediately to a safe place. Get under a desk, table, or work bench if possible. Stand in an interior doorway or in the corner of a room. Watch out for falling debris or tall furniture. Stay away from windows and heavy objects (such as refrigerators and machinery) that may topple or slide across the floor.
- Do not dash for exits since stairways may be broken and jammed with people. Power for elevators may fail and stop operating. Seek safety where you are at the time of the incident and then leave calmly if evacuation is necessary.
- If you are outdoors, try to get into an open area away from buildings and power lines.
- Do not be surprised if you feel more than one shock. After the first motion is felt, there may be a temporary decrease in the motion followed by another shock. (This phenomenon is merely the arrival of different seismic waves from the same earthquake.) Also, aftershocks may occur several minutes, several hours, or even several days afterwards. Sometimes aftershocks will cause damage or collapse of structures that were already weakened by the main earthquake.

2. Suggested Precautions to be Taken After The Earthquake:

When the shaking stops, there may be considerable damage and people may be injured. It is especially important that everyone remain calm and begin the task of taking care of one another. The first concern is for those who are hurt, and the next concern is to prevent fires. After that, damage can be assessed and remedial measures begun.

- Remain calm and take time to assess your situation.
- Help anyone who is hurt and administer emergency first aid when necessary. Cover injured persons with blankets to keep them warm. Seek medical help for those who need it.

EARTHQUAKES

- Check for fires and fire hazards. Put out fires immediately if you can.
- Check for damage to utilities and appliances. Shut off electricity if there is any chance of damage to wiring.
- Shut off water valves if breakage has occurred. In due time, report utility damage to the utility companies and follow their instructions.
- Do not light matches, or use any open flames, or turn on electrical switches or appliances, until you are certain there are no combustible flames.
- Do not touch power lines, electric wiring, or objects in contact with them.
- Clean up and warn others of any spilled materials that are dangerous, such as chemicals, gasoline, etc.
- Be prepared to experience aftershocks. They often do additional damage to buildings weakened by the main shock.
- Use great caution when entering or moving about in a damaged building. Collapses can occur without much warning, and there may be dangers from electrical wiring, broken glass, etc.

There are no rules which can eliminate all earthquake danger. However, damage and injury can be reduced by following these procedures.

BIOLOGICAL AND CHEMICAL THREATS CHECK LIST

At _____ a.m./p.m., a telephone call was received at telephone number _____, extension _____.
The following message was received.

- TRY TO GET THE CALLER TO REPEAT THE MESSAGE! (“I’m sorry, would you say that again please?”)
- DO NOT INTERRUPT THE CALLER WHILE HE/SHE IS TALKING.
- TRY TO KEEP THE CALLER TALKING! (Use your imagination - try to act natural.)
- Questions to ask the caller: What is going to happen?
- When will it happen?
- Where is it right now?
- What kind of agent is it?
- Did you place the agent?
- What is your address?
- What is your name?

• CALL DESCRIPTION

SEX OF CALLER _____, RACE _____, AGE _____

LENGTH OF CALL _____

CALLERS VOICE

- | | |
|-----------------------------------|---|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Nasal |
| <input type="checkbox"/> Angry | <input type="checkbox"/> Stutter |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Lisp |
| <input type="checkbox"/> Slow | <input type="checkbox"/> Raspy |
| <input type="checkbox"/> Rapid | <input type="checkbox"/> Deep |
| <input type="checkbox"/> Soft | <input type="checkbox"/> Ragged |
| <input type="checkbox"/> Loud | <input type="checkbox"/> Cleared Throat |
| <input type="checkbox"/> Laughter | <input type="checkbox"/> Crackling Voice |
| <input type="checkbox"/> Crying | <input type="checkbox"/> Disguised |
| <input type="checkbox"/> Normal | <input type="checkbox"/> Accent |
| <input type="checkbox"/> Distinct | <input type="checkbox"/> Slurred |
| <input type="checkbox"/> Familiar | <input type="checkbox"/> Deep Breathing |
| <input type="checkbox"/> Slurred | <input type="checkbox"/> Well Spoken (educated) |
| <input type="checkbox"/> Fouled | <input type="checkbox"/> Familiar |

BACKGROUND NOISES

- | | |
|--|---|
| <input type="checkbox"/> Street Noises | <input type="checkbox"/> Factory |
| <input type="checkbox"/> Crockery | <input type="checkbox"/> Animal Noises |
| <input type="checkbox"/> P A System | <input type="checkbox"/> Clear |
| <input type="checkbox"/> Music | <input type="checkbox"/> Static |
| <input type="checkbox"/> House Noises | <input type="checkbox"/> Local |
| <input type="checkbox"/> Motor | <input type="checkbox"/> Long Distance |
| <input type="checkbox"/> Machinery | <input type="checkbox"/> Phone Booth |
| <input type="checkbox"/> Normal | <input type="checkbox"/> Office Machinery |
| <input type="checkbox"/> Familiar | <input type="checkbox"/> Voices |

THIS REPORT PREPARED BY: _____ DATE: _____

BIOLOGICAL AND CHEMICAL THREATS CALL

General Information

The most common threats are made by direct telephone calls to a company or the Police Department. However, some threatening calls are made to third parties such as television studios and newspaper offices. There are two reasons for a caller to report that a bomb is to go off at a particular location:

3. The caller knows that an agent has been or will be placed in the building and wants to minimize personal injury. The caller may be the person who planted the device, or just someone who is aware of such information.
4. The caller wants to create an atmosphere that spreads panic and disrupts normal business activity. This may be the ultimate goal of the caller.

Threat Received By A Tenant

Should a threat be received by an employee of your firm, the following guidelines should be used:

6. Follow the checklist on the first page of this section. Try to obtain as much information possible. Be prepared to relay this information to the police when they arrive.
7. Immediately call 911, then the Management Office (770) 569-1124. If possible, have a second individual call the Management Office while the bomb threat is still in progress.
8. The Management Office will give the order to evacuate if necessary.
9. Be alert for any unfamiliar people and/or objects to point out to the police or building staff upon their arrival. DO NOT touch or handle any suspected object.
10. The Tenant Safety Coordinator, accompanied by the police and building staff, will make a complete search of the suspected areas. It will be the responsibility of the Tenant Safety Coordinator to identify any suspicious items which do not belong in the space.
11. The person receiving the call should remain on site and be available for an interview by building management and local authorities (i.e., police, fire, investigator).

BIOLOGICAL AND CHEMICAL THREATS CALL

Biological & Chemical Threats/Tenant Ordered To Evacuate

The Management Office will have the responsibility of deciding whether a tenant space should be evacuated. If you are ordered to evacuate, all the following steps should be followed:

7. The Tenant Safety Coordinator will be given the order to evacuate. At this time, an announcement will be made, with instructions for tenants to evacuate.
8. Everyone should proceed quickly, but calmly, to the nearest stairway exit. **DO NOT RUN!**
9. The Tenant Safety Coordinator or Alternate should walk the suite to assist employees and make sure everyone is aware of the evacuation order.
10. Once the situation has been evaluated, the building will be evacuated immediately. Once the evacuation has begun, no one should attempt to re-enter the evacuated area until it has been declared safe by the Fire/Police Department.
11. Upon arrival at the rendezvous floor designated by the Management Office, everyone should remain a safe distance (determined by Fire/Police department) from the building until the Fire/Police Department issues an all clear.
12. The Tenant Safety Coordinator or Alternate should proceed to take a head count to determine if anyone is missing from their office. If someone is missing, this information should be immediately relayed to the security personnel on duty at the rendezvous floor.

SUSPICIOUS ITEMS

8. Letters that are unusually bulky, or weighty.
9. Parcels or envelopes with oily stains or discoloration.
10. Parcels or envelopes without a return address.
11. Foreign mail, air mail, or special deliveries.
12. Restrictive markings such as “confidential”, “personal”, etc.
13. Use of titles but no names
14. Excessive postage

HANDLING INSTRUCTIONS

6. **DO NOT** handle the item.
7. **DO NOT** attempt to open the parcel.
8. **DO NOT** place the parcel in water.
9. **DO NOT** remove any binding material.
10. **DO NOT** pull or cut any material that protrudes.