

Alabama Department of Public Health

SECURITY MEASURES & EMERGENCY GUIDELINES for The RSA Tower

Including Additional Information & Rules at The RSA Tower



Emergency Guidelines Facilities Management 206-5218

EMERGENCY GUIDELINES

- **Emergency Evacuation Procedures**
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Emergency Evacuation Procedures

1. Safety or floor wardens should be appointed by each Unit/Bureau to coordinate evacuations. This person should be someone who commands the respect of fellow employees, stays calm in emergencies and is familiar with appropriate exits, alarm pull stations and fire extinguishers. A list of these personnel must be submitted to Facilities Management, and updated accordingly.
2. When notice to evacuate is given, floor wardens should immediately gather their group together and walk, not run, to the closest emergency exit and follow instructions. Upon getting to a safe area, stay clear of the emergency.
3. In the event of an emergency, never attempt to use the elevator; use emergency exits and stairways.
4. Floor wardens should ensure their group stays together and should take a head count once evacuation is complete.
5. Tenants should stay away from the building and from any emergency equipment until instructed otherwise.
6. If there is a fire, make sure a 911 call has been placed and Facilities Management has been notified.
7. Each disabled person should be assigned two people to assist him/her in an emergency. However, in such situations, everyone must be prepared to assist the elderly, the pregnant and others in need.

See Rule #4 Fire Safety in the Memorandum dated March 26, 1997, “Information and Rules at The RSA Tower” located at the end of this booklet.

From time to time, your building management team will schedule fire drills. This allows us to practice and prepare for an emergency so we react in a calm and orderly fashion in the event of a real emergency. These practice evacuations are a coordinated effort between the Fire Department, our floor wardens and everyone in the building. Your serious commitment to these evacuations is appreciated; they could save our lives.

Fire Emergencies

In the event a fire is discovered in your office or you see smoke coming from another part of the building, remain calm and follow these instructions:

1. Call 911 and give the name and address of the property and the location of the fire.
2. Call Facilities Management and your fire emergency floor wardens.
3. Know where fire extinguishers, pull stations, stairwells and exits are located.
4. Never attempt to put out any sort of electrical fire with water. Only use fire extinguishers provided by the building.
5. Do not attempt to fight a spreading fire. Focus your efforts on evacuating and helping others evacuate in an orderly fashion.
6. Never use elevators in a fire emergency. Direct all evacuating traffic to the proper emergency exits.
7. Before you leave your office, feel the door to see if it is hot before you open it. If it is hot, or if smoke is seeping through the cracks, do not open the door. Try another exit.
8. If the exit feels cool, prepare to evacuate. If there is smoke, stay low. Crawl on the ground and take short breaths until you reach a stairwell. This should be a safer area, and you should be able to move freely and quickly to evacuate.
9. Any disabled person should be assigned two people to assist them in an emergency. However in such situations, everyone must be prepared to assist the elderly, the pregnant and others in need.
10. Choose a specific site outside the building, that is far enough away from the building to avoid injury from explosion or shattering glass, to reconvene with your staff once the evacuation has been successfully completed.
11. Do not return to the building until the Fire Department, your Building Manager and your floor warden have given the "All Clear".

See Rule #4 Fire Safety in the Memorandum dated March 26, 1997, "Information and Rules at The RSA Tower" located at the end of this booklet.

What You Can Do to Prevent Fires

1. Keep all trash or waste material in proper receptacles, and empty them frequently so waste does not accumulate. Keep all trash cans away from drapes and other flammable window coverings
2. Observe the building's no smoking policy.
3. Limit smoking to designated areas outside of the building equipped with appropriate receptacles in which to dispose of cigarette waste.

**See Rule #21 Smoking in the Memorandum dated March 26, 1997,
"Information and Rules at The RSA Tower" located at the end of this booklet.**

4. Appliances such as toaster ovens, toasters, and coffee pots should be unplugged when not in use.
5. Do not overload electrical circuits. Do not use electric heaters, microwaves or refrigerators in tenant area. Do not use "plug bars" when there are electrical receptacles available to plug in individual cords.
6. Check all electrical cords for fraying to prevent a spark that might ignite a flammable item.
7. No chemicals are to be stored in the building.
8. Do not store cardboard boxes, packing materials or other flammable items on your premises, in common areas or stairwells. Aside from the possibility that they might catch on fire, these items could also block your exit route in the event of a fire.
9. Do not have any items that have open flames, examples: candles, oil lamps, etc.

Suite Security Measures

Security often involves common sense. Because any building system is only as effective as the people relying on it, we encourage you to review these security reminders to help avoid unnecessary losses and problems within your suite.

1. When you secure your premises at the end of the business day, lock all doors and then verify that they are properly locked. We recommend securing your suite entry door after 5:00 p.m. even if people are working late.
2. Do not leave personal property in clear view.
3. Notify Facilities Management immediately if you notice a suspicious person loitering in or about your premises. Be suspicious of any person who enters or approaches your suite and, when confronted, makes excuses that they're lost or looking for another company.
4. Offices are most vulnerable during lunch time and right before closing. At these times, there is often a lot of movement, and people are frequently away from their desks.
5. If an employee is terminated for any reason, consider changing door locks and resetting any safe or vault combinations they may have been entrusted with.
6. Keys kept on a key ring should never have an identifying tag. If they are lost, they may easily be used by thieves to access your property. Keys should never be left lying out in plain view, or hanging from locks.
7. No deliveries shall be made on the sidewalk or in the corridors of the building.
9. Never leave your reception area unattended when your suite entry door is unlocked.
10. Consider having routine background checks performed on prospective employees, as an additional precaution.

Reacting to a Bomb Threat

1. Call 911, and then Facilities Management.

Power Failure

All public areas are equipped with exit signs and emergency lights in accordance with codes, which will remain lit in a general power failure. You should expect a brief delay in the starting of the building's emergency generator.

In the event of an electrical failure, please observe the following guidelines:

1. Report the problem to Facilities Management.
2. Open all blinds and drapes to let in outside light. If there is adequate lighting from windows, continue to perform assigned tasks as well as possible.
3. If you are instructed to evacuate the building, lock all areas of your premises and proceed immediately to the proper emergency exit.
4. Do not congregate in the lobby areas or in the street.

If you are trapped in an elevator during a power failure, do not panic. Wait for assistance. Your elevator will cease operation, but will not fail. Do not attempt to force the doors open or escape through the roof hatch. Use the elevator telephone to contact the Capitol Police for information and to notify them of your location.

6. The emergency generator is designed to bring one elevator at a time to the lobby level. If you are in an elevator during a power failure, please remember that it may take some time to recall all the elevators. Passengers will be advised of the status and delay time over the elevator Voice Communication System.
7. Building Management will notify you as soon as possible when the power will be restored.

Medical Emergencies

1. In case of a medical emergency call 911 for an ambulance.
2. Notify Facilities Management so that the freight elevator can be waiting for the ambulance crew/medical crew or private physician. Post one person at the freight elevator on your floor to escort the medical team/medical crew or private physician to the person in distress.
3. The freight elevator is designed to accommodate most equipment used by emergency crews.

See Rule #6 Medical Emergencies in the Memorandum dated March 26, 1997, “Information and Rules at The RSA Tower” located at the end of this booklet.

Inclement Weather: Including Tornadoes

The RSA Tower is designed to withstand many inclement weather conditions. However, we ask each bureau/office floor warden to pay particular attention when conditions are favorable for severe weather.

The greatest weather threat in this region of the country is usually from tornadoes. Following some simple common sense guidelines and knowing what the warnings mean can make a lot of difference in these situations.

Tornadoes are always preceded by heavy thunderstorm activity, so know these warnings:

1. **THUNDERSTORM WARNING:** This means conditions are favorable for the development of severe thunderstorms with strong winds and even hail. Be prepared to go to areas **ON YOUR FLOOR** such as interior hallways away from glass, rest rooms, stairwells, or the elevator lobbies (with fire doors closed), because tornadoes arise from these types of storms, sometimes before **TORNADO WARNINGS OR WATCHES** can be issued.
2. **TORNADO WATCH:** Means tornadoes are expected to develop; prepare to move to a safe area on your floor.
3. **TORNADO WARNING:** Means a tornado has been sighted or indicated on radar. If the building is in the warning area, move immediately to a safer area.

The Building Manager's Office will do everything possible to inform all tenants of existing warnings and watches, but each floor warden and employee should be on alert when there is the possibility of severe weather in the area and take appropriate action for themselves.

See Rule #5 Severe Weather in the Memorandum dated March 26, 1997, "Information and Rules at The RSA Tower" located at the end of this booklet.

MEMORANDUM

DATE: March 26, 1997
Updated September 7, 2001

TO: Alabama Department of Public Health Employees
The RSA Tower

FROM: Donald E. Williamson, M.D.
State Health Officer

SUBJECT: **Information and Rules at The RSA Tower**
Including Additional Information

Welcome to our new facilities at The RSA Tower. I hope you are as pleased as I am to finally be here. I want to remind everyone that we are tenants in this building and that we have an obligation to take good care of our space and respect the rights of other tenants. Following are several points of information and rules that I can share with you to help us meet the expectations of the building owners and the Agency.

1. ACCESS TO BUILDING: Normal building access hours are *Monday, 6:00 a.m. until 6:00 p.m., and Tuesday through Friday, 6:00 a.m. until 10:00 p.m.* Weekend access should be limited and only as authorized by bureau and office directors. **Please do not congregate in front of the main exterior building doors or elevators in a manner that will block access to these facilities.**
2. KEYS: Do not attempt to have The RSA Tower door or work station keys duplicated. Replacement or additional keys are to be requested from Facilities Management in writing by the bureau and office directors **only**.
3. PARKING: Park only in the assigned parking decks. Replacement or additional entry cards are to be requested from Facilities Management. *During the warm season, the air conditioning is turned on in the Tower Deck elevator lobby. Please help keep these doors closed so that we can enjoy the cool air.*

~~Guest parking is available. Contact Facilities Management for important details.~~

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4. FIRE SAFETY: When the building fire alarm is activated, an audible alarm will sound on that floor, the two floors above and the two floors below (total of five floors). This alarm is a horn blast, strobe light and a voice message giving instructions to proceed to the fire exits and leave the building. All other areas of the building will receive only a strobe light alarm. There is no need to evacuate a floor which has only the strobe light, unless you receive the voice alarm instructing you to leave.

Each floor is served by two fire-protected exit stairways, which will take you to the sidewalk at street level. **Never ride the elevators during a fire alarm situation, even the silent strobe alarm.** Employees requiring assistance to exit down the stairways, who are on the Assistance List furnished by Facilities Management to the fire department, should go to the stair landing on their floor and wait for assistance from the fire department. The Assistance List will have the name and work location in the building of each employee requiring assistance at the stairs. It is imperative that bureau and office directors inform Facilities Management of changes in employment, building location or disability status of employees so the fire department's list can be kept current.

5. SEVERE WEATHER: In the event of a severe weather warning, seek shelter **on your floor** in the interior rooms or corridors without windows. Rest rooms, elevator lobbies (with fire doors closed) and lunch rooms are examples of areas that will offer the greatest protection during severe weather. The ground floor lobby is to be avoided during severe weather due to the glass. **Do not ride the elevators during a storm warning.**
6. MEDICAL EMERGENCIES: When a medical emergency arises requiring a call for emergency medical personnel, give instructions regarding the actual location of the individual in the building. Ambulances should be directed to come to the loading dock at McDonough Street. Due to the size of stretchers, they must be transported on the freight elevator. Send an employee to notify the building manager (office at the loading area) and then hold the freight elevator at the first floor while waiting for the ambulance. Have a second employee wait at the elevator on the floor where the emergency has occurred, ready to lead emergency personnel to the proper location.
7. ELEVATORS: Only items that can be hand-carried may be taken onto the public elevators. *Hand trucks and four-wheeled dollies must be taken on the freight elevator.*

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8. CORRIDORS: Banners, decorations or any items should not be placed in the public areas of the building. A bulletin board will be located outside the Training Room on the ninth floor for use by Personnel and Wellness Committee.

The Department is allowed to place meeting, special event, and directional signage in the public corridors on the floors that we occupy. We cannot place anything in the main lobby on the first floor. The signage must be on sign stands. Do not tape or place any signs on corridor walls, glass, or elevator areas.

9. NINTH FLOOR ~~AND TENTH FLOOR~~ TRAINING ROOMS: The ninth floor meeting room has video and sound capabilities, and an attached refreshment room. ~~The tenth floor meeting room has only video capability. Coffee or drinks in the foyer is permissible, but food is not allowed. Due to fire code, the maximum occupancy of the tenth floor meeting room is 49 people. The space to the left of the foyer is rented for storage only.~~ Contact Health Promotion and Information for scheduling.

10. CONFERENCE ROOMS: The conference tables and chairs furnished by the Department should be used only in the conference rooms.

11. LUNCH ROOMS: Each lunch room is equipped with a microwave, refrigerator and a full line vending machine. The Landlord's housekeeping crew will clean each refrigerator every Friday evening and will discard all food and containers left in the refrigerator. **Do not leave anything in the refrigerator/freezer over the weekend. Do not place drinks of any kind in the freezer compartment.**

12. FOOD: Food eaten at your workplace should be limited to dry non-staining items which do not produce potentially offensive odors, such as sandwiches, chips, etc. Foods which are likely to stain or spill, such as chili, soup, etc., must be eaten in the lunch rooms. I strongly urge employees to use the lunch rooms for all meals. Beverages may also be consumed at your workplace. Report spills immediately to Facilities Management so that cleaning staff can be notified.

We will allow a limited number of coffee makers to be used on each floor. Each bureau and office director is responsible for coordinating the placement and size of coffee makers with Facilities Management due to electrical issues.

13. DRINKING WATER: Bottled water dispensers should be located in the work/office areas, not in the lunch rooms.

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14. BUILDING PROBLEMS: Any problems with the building, including spills or other damage caused by any means, should be reported to Facilities Management. Spills or damages requiring cleaning or replacement should be reported immediately.
15. MODULAR WORK STATIONS: Additions or modifications to work stations must be approved in advance by Facilities Management. This is to avoid problems with system warranty, building codes, wiring and purchasing arrangements.
16. BUILDING HOUSEKEEPING: The Landlord furnishes housekeeping to all areas of each floor daily. A cleaning crew comes into your space each evening, Monday through Friday, to dust, vacuum and empty trash cans of ordinary office trash. They will not remove piles of boxes, other trash, etc. Each unit is responsible for breaking all boxes down flat and taking these items down on the freight elevator and putting them into the *appropriate* dumpster *outside the loading dock*.

There is no housekeeping for the basement space. Therefore, each bureau is responsible for removing empty boxes and trash generated in their area.
17. WALL DECORATIONS: Standard picture hanging devices may be used inside offices. Screws and anchor devices are not allowed. Pins and thumbtacks may be used inside work stations. Do not place anything above or attach anything outside work station panels.
18. LIVE PLANTS: The concern regarding live plants is water damage to carpets and furniture due to leakage or over watering. Proper water retention is required for plant containers. It is the employee's responsibility to assure that damage does not occur. However, if this does happen, the employee must immediately report any spillage to Facilities Management so that proper cleaning or replacement procedures can be implemented. Extra care should be taken by employees in work stations to protect panel fabric and wiring from water and staining.
19. WINDOWS: Objects, including plants, are not to be placed on window sills. Do not place banners, signs or pictures on exterior windows or interior glass.
20. RECYCLING: Recycle problems or questions should be directed to the Bureau of Environmental Services.

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21. SMOKING: The RSA Tower has been designated as a smoke-free facility. Smoking is permissible on the outdoor concourse on the East side of the building away from entrances (South McDonough Street), at the back concourse (Madison Street), and in the park across Monroe Street. Seating is provided in these areas. Due to the increased restrictions on smoking at our new facility, I strongly encourage employees who smoke to take advantage of our smoking cessation program.

Again, I am pleased that these facilities are available for us to perform our duties for the people of Alabama. I will do all I can to continue to provide you with the resources you need to do your jobs. I ask your support and help in caring for this facility in a manner that reflects our professionalism.