

222 Second Avenue South



Emergency Response Guide

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In the event of a fire or other emergency, use this information as a guide and follow the directions of Police and/or Fire Department personnel. Please note that no emergency plan can account for all of the possible factors and changing conditions. Each individual will have to decide for himself/herself what the safest action under the circumstances is.

Do not take any actions that will endanger your safety.

It is important to think about and prepare for an emergency before it happens. While it is impossible to prepare for every situation, these steps will help ensure you are prepared for the most common.

- Take time now to review this document and familiarize yourself with its content
- Know the location of the exit stairwells on your floor, their designations, and where each stairwell exits at street level
- Identify alternative egress routes
- Identify locations to hide/barricade in an Active Shooter situation
 - Look for places that provide visual and ballistic protection (e.g., behind vending machines, filing cabinets, photocopiers), ideally with thick walls, solid doors with locks, minimal windows, first-aid/emergency kits, communication devices
- Familiarize yourself with the Floor Warden(s) on your floor and their duties
- Attend all offered trainings and drills
- Register your cell phone number with Smart 911 so that location of 911 calls can be more readily determined
- Prepare an emergency contact sheet with critical personal phone numbers
- If you would require assistance in an evacuation or relocation, notify your floor warden or building staff. Your floor warden may assign coworkers to assist you in an emergency. The Life Safety Director will keep a record at the Fire Command Center to be used by emergency responders only.

PERSONAL EMERGENCY SUPPLIES

Collect and maintain personal emergency supplies. Occupants should be prepared to remain on-site, with no outside help, for up to 72 hours after a major disaster. Inspect and replenish supplies semi-annually.

- ☐ Water
- ☐ Food (snack bars)
- ☐ Flashlight and batteries
- ☐ 72-hour supply of medicine (or more for occupants who do not live within walking distance)
- ☐ Change of clothes, comfortable shoes
- ☐ Food for personal dietary restrictions

Floor Warden Team Preparedness

In addition to the items listed above, Floor Warden Team members should

- Put on emergency identification (i.e. hat, vest, armband)
- Report any egress route obstructions or evacuation route confusion
- Participate in emergency response training
- Assist in pre-determining a safe area on your floor to shelter-in-place
 - Elevator lobbies and interior conference rooms, storage or file rooms, corridors, kitchens, and break rooms can all make good refuge areas. Ideally, you should not be able to see outside the building from your refuge area.
 - Access to bathrooms and water is recommended
 - Ideally, allow at least 10 square feet per person
 - If no safe refuge areas exist on a floor, seek assistance from building staff to designate appropriate spaces on nearby floors
- Ensure team members, and others on your floor, understand the emergency response procedures for their location

Preparing for emergencies will help create a safer environment for you, your colleagues, and your community.

Introduction to Workplace Emergency Response

Core Emergency Responses

Almost any emergency response in this building will employ one of core response procedures. These are described in detail in the *Core Emergency Responses* section of this guide. In summary:

- **Evacuation:** Used when it is safer outside the building than in, evacuations can be partial (only those on certain floors leave) or full (everyone in the building leaves). In an evacuation, occupants will be asked to gather at their pre-designated external assembly area. Only stairwells may be used in evacuations.
- **Shelter in Place:** Shelter in Place means remaining inside the building, either at your work area or moving to an area of relative safety (typically near the building's core). Used when it is safer inside than outside the building, shelter in place may be invoked in response to a variety of events, including earthquake, a civil disturbance outside the building, inclement weather, or a hazardous material release.

Building Emergency Systems and Protocols

The emergency features and response at 222 Second Avenue may be different than those at other buildings you've worked in. Below is a summary of some of the key features related to emergency response at your building:

Fire alarm response: The standard response in a fire alarm is evacuation. If you hear/see an alarm on your floor, immediately evacuate the building and go to the external assembly area.

Alarm Signals: Strobe lights and audible alarm tone throughout.

Sprinklers: The building is fully sprinklered.

Mobility-Impaired Occupants: There are intercoms located in the stairwells on Floors 15, 20 & 25 which communicate with the Fire Command Center. If you have a mobility-impairment and need assistance, you should move to the service elevator lobby or stairwell landing with the help of your assistant. If possible, someone should wait with you to assist. Have your assistant use the intercom to let the Life Safety Director know your location.

Operable windows: In an emergency, if it is safe to do so, and there is time, close all windows in your area.

Key Contact Information

Key Internal and External Contacts

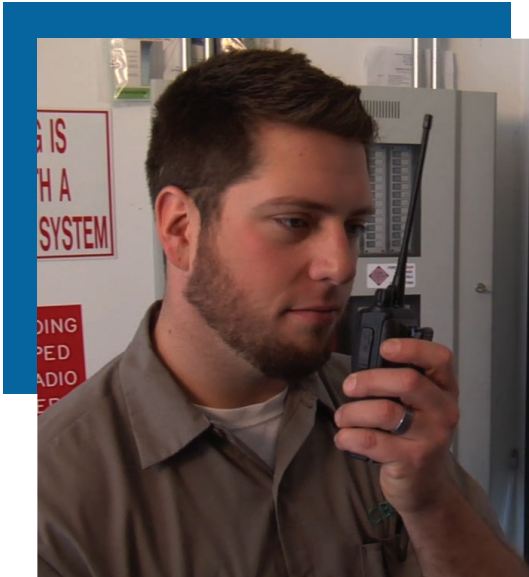
Title or Role	Name	Contact Information	Office Hours
Life Safety Director	Jay Dansbury	(615) 920-9434 (mobile) jay.dansbury@hines.com	8-5 M-F
Assistant Life Safety Director	Marc Racine	(919) 451-0437 (mobile) marc.racine@hines.com	8-5 M-F
Engineer Safety Brigade	David Bryan	(301) 399-6553 (mobile)	8-5 M-F
	Jerome Patterson	(615) 738-1557 (mobile)	8-5 M-F
Property Management Contact	Morgan Hemphill	(615) 338-9570 (office) (815) 274-3626 (mobile)	8-5 M-F
Security Supervisor	Robert Murray	(615) 670-8864 (mobile) jack.murray@aus.com	

External Contacts	Name	Contact Information
Police	Metro Nashville Police	911 (615) 862-8600 (non-emergency)
Fire	Nashville Fire Department	911 (615) 862-5421 (non-emergency)
Local Hospitals	Vanderbilt Univ. Medical Center	(615) 322-5000
	Nashville General	(615) 341-4000
Public Health Department	Metro Health Department	(615) 340-5616
Poison Control	Tennessee Poison Center	911 (800) 222-1222

Emergency Communications

Timely, accurate communications are critical during emergencies. This building has installed multiple, redundant communications systems to help ensure everyone can hear important instructions and report relevant information immediately.

It's vital to know the various communications options and understand when each is used. Below is a general description of the systems available.



• Public Address System.

This building is equipped with a PA system, allowing the Life Safety Director to relay information to all building occupants at once. PA controls are located in the Fire Command Center.

• **Two-Way Radios.** All building staff carry two-way radios that allow them to communicate with each other.

• Elevator Communications.

All elevator cars have emergency phones or

intercoms that allow occupants to reach an emergency operator, typically at a third-party monitoring company. Calls initially ring the front desk, and then roll over to the monitoring company when there is no answer.

- **Firefighter Phones.** This building has phones installed in each stairwell and elevator lobbies. These typically connect to the Fire Command Center.
- **Emergency Intercoms.** This building has emergency intercoms in stairwells on floors 15, 20 & 25, as well as at most entrances to the building. They allow Floor Wardens to communicate with the Fire Command Center (or Security Desk).

Staff Emergency Team Roles and Duties

The onsite emergency team is comprised of building staff and Floor Wardens on each floor. The building staff roles include:

Life Safety Director (typically the chief engineer)

The Life Safety Director (LSD) leads the initial building response until emergency responders arrive. Responsibilities typically include assigning tasks to other emergency team members and communicating with occupants and first responders. After an event, the LSD will issue the "all clear" when the building is set for re-occupancy.

Assistant Life Safety Director

The Assistant Life Safety Director serves as an assistant to the Life Safety Director and takes over those duties when the LSD is out of the building or unable to perform them. The Assistant LSD will also help coordinate communications with other Response Team members.

Safety Brigade – Building Engineers

Building engineers will investigate and respond to alarm conditions and/or verbal reports of an emergency. They will also adjust building systems as directed by the Life Safety Director or first responders. They may assist with evacuations as necessary and provide information to first responders as needed.

Security Supervisor

The Security Supervisor assists the Life Safety Director during regular business hours and oversees emergency response efforts in the absence of the LSD, Assistant LSD, or Engineering Manager. The Supervisor will call 911 and notify Property Management when directing the emergency response. They will direct security officers, and monitor, secure, and restrict access to the building as needed.

Property Management

During an event, the Property Management team will communicate with tenants and assist with emergency response as needed.

Floor Warden

Under the direction of the Life Safety Director, the warden

- Is familiar with evacuation routes, exit stairwells, and external assembly area(s)
- Knows emergency numbers and response procedures
- Ensures evacuation routes are clearly identified and are not obstructed
- Makes sure floor team members receive proper training
- Notifies Life Safety Director of any change in status to special needs occupants (name, work location, phone and e-mail, type of disability, mobility needs)
- Updates Life Safety Director on changes to floor warden team members
- During an emergency:
 - Leads emergency response, including remaining in communication with Life Safety Director
 - Provides floor status report to Life Safety Director

Deputy Warden (Stairwell Monitor)

The Deputy Warden assesses stairwells, assists the floor warden as needed, and assumes floor warden duties when the warden is away. They will also help conduct floor searches.

Searchers

Upon direction to shelter in place, relocate, or evacuate, one male and one female searcher on each floor are responsible for inspecting all work areas, break rooms, bathrooms, hallways, conference rooms, and other areas to ensure everyone has heard the announcement and is responding.

Elevator Monitor

Upon direction to shelter in place (SIP), relocate, or evacuate, the Elevator Monitor takes up position at the floor's elevator lobby and directs occupants to SIP areas or the stairwells.

Mobility Impaired Assistant

A mobility-impaired assistant and backup assistant will be assigned to a person needing help in an evacuation or relocation. Responsibilities include helping the person prepare for shelter in place or evacuation. In an evacuation,

- If an assistant has not been pre-assigned, other members of the warden team should actively engage the person requiring assistance
- In an evacuation, help the person needing assistance to relocate to the service elevator lobby on your floor, or the nearest safe emergency exit stairwell landing, making as much room as possible for people evacuating. Wait there until help arrives. Another assistant or Floor Warden should notify the LSD or an emergency responder of the person's location.
- Notify the LSD of your location by using the emergency intercoms in the stairwells or sending a runner.

Occupants with Mobility Impairment

Anyone who has a mobility-impairment, whether temporary or permanent, should report it to their Floor Warden or the Life Safety Director. The LSD will keep a list at the Fire Command Center to help alert first responders to your location in an emergency.

In an evacuation:

- If you have not been assigned an assistant, request the assistance of a Floor Warden
- If you hear the alarm or are ordered to evacuate, with the help of your assistant, move to the service elevator lobby on your floor, or the nearest safe emergency exit stairwell landing and wait there until help arrives. If possible, have an assistant wait with you.
- Notify the LSD of your location by using the emergency intercoms in the stairwells or sending a runner

Core Emergency Response Procedures

The following pages outline the two core responses: evacuation and shelter in place.

Evacuation Procedures

This response involves moving occupants outside of the building to pre-designated external assembly areas. Occupants will be notified of the need to evacuate via the building alarm system or a PA announcement. Only stairwells may be used in evacuations.

Always proceed to the primary assembly area unless otherwise directed by the Life Safety Director. The designated assembly areas are noted in the table below and are shown on the site plan at the end of this manual.

	Location
Primary	Riverfront Park
Secondary	Music City Walk of Fame Park

Occupants shall not return to the building until an "all clear" has been relayed by the Life Safety Director or their designee.

Assembly Areas Map



KEY

- Building Footprint
- Fire Department Apparatus Access
- Building Occupant Assembly Area
- Fire Hydrant
- Fire Department Connection
- Pump Test Connection

Evacuation Procedures (continued)

Emergency Response Team

In an evacuation, the Life Safety Director (LSD) will set up an incident command post at the Fire Alarm Control Panel. From there, the LSD and rest of the Emergency Response Team will investigate the situation, adjust building systems (including HVAC, elevators, and utilities) as needed, communicate with occupants via the PA system and/or emergency phones, and work with first responders.

Floor Wardens

- Put on safety identification, if in your immediate vicinity
- Inspect stairwell for presence of smoke or other hazards
- Begin moving floor occupants to the assembly area via safe exit stairwell
- Search all areas of floor. Close doors, but do not lock them.
- Instruct occupants on where to go: Riverfront Park. Assist with crowd control, as needed.
- Mobility impaired assistants should help persons needing assistance to relocate to the service elevator lobby, or the nearest safe emergency exit stairwell landing and close the door
 - One assistant awaits help while the other notifies the Life Safety Director or emergency responders of the person's location

DURING AN EVACUATION

Floor Wardens should remind occupants:

- ☐ Close office doors when leaving but do not lock them
- ☐ Do not carry beverages, laptops, purses, or other objects
- ☐ Remove high-heeled shoes before descending the stairs
- ☐ Stay to the right of the stairwell to make room for fire fighters coming up
- ☐ Descend quickly but do not run
- ☐ Hold on to the railing and allow others to merge in an orderly fashion
- ☐ Remain quiet and listen for instructions
- ☐ Continue to assembly area
- ☐ Do not return until an "all clear" has been issued
- ☐ If time and conditions permit, remind the occupants to lock their workstations

- Once clear, report floor status and injuries to the Life Safety Director. Remember: You should always evacuate directly to the primary assembly area unless otherwise directed by the Life Safety Director.

Occupants

- Stay calm and move quickly to a stairwell (or exit). Leave nonessential items behind.
 - If it is safe to do so, lock your workstation
- Close doors behind you, but do not lock them
- In the case of a fire alarm: Feel doors with the back of your hand before opening. Do not open any that are hot.
- Do not use elevators. If you are in an elevator when the alarm sounds, it will automatically return to the main lobby or to an alternate floor if the lobby is in alarm.
- In the stairwell:
 - Keep to the right to make room for firefighters who may be responding
 - Remain quiet and listen for instructions. Do not use your cell phone.
- If you have a mobility-impairment, seek help from your Floor Warden. Wait beside or within the stairwell for assistance.
- If you are unable to leave your floor, shut the door and seal the crack at the bottom with a damp cloth. Call 911 and report your exact location.
- Once clear of the building, proceed to your pre-determined assembly area and await further instructions. Remember: You should always evacuate directly to the primary assembly area unless otherwise directed by the Life Safety Director.

Shelter-in-Place Procedures

Shelter-in-place means remaining inside the building, either at your work area or moving to an area of relative safety (typically near the building's core). Used when it is safer inside than outside the building, shelter-in-place may be invoked in response to:

- Earthquakes
- Civil disturbance
- Bomb threat (external)
- Hazardous material release
- Tornado, hurricane (if evacuation is not feasible), or high winds
- Chemical, biological, or radiological release
- Police activity
- Winter Storm
- Active Shooter

Shelter-in-place can take two forms:

- Occupants remain at their work area
- Occupants move to an internal refuge area on their floor

In some situations, such as a civil disturbance or an outdoor fire, it is sufficient to simply have people remain inside the building at their work area. Other scenarios, such as the threat of an explosion outside the building, may require occupants to move to an area of relative safety away from windows. Interior conference rooms, storage or file rooms, corridors, kitchens, and break rooms can all make good refuge areas. Access to bathrooms and water is recommended. If no safe refuge areas exist on a floor, designate appropriate spaces on nearby floors.

Depending on the nature of the emergency, building staff may need to restrict entry and egress from the building. Occupants who leave may not be allowed back in until the event is over.

Emergency Response Team

In Shelter-in-Place response, the Life Safety Director (LSD) will set up an incident command post at the Fire Command Center (or another location, if the FCC is not safe). From there, the LSD and rest of the Emergency Response Team will investigate the situation, adjust building systems (including HVAC, elevators, and utilities) as needed, communicate with occupants via the PA system and/or emergency phones, and work with first responders.

Floor Wardens

- Put on safety identification, if in your immediate vicinity
- Depending on the incident, direct floor occupants to remain at their workstations or to move to pre-determined shelter-in-place areas on the floor
- Listen to instructions from the Life Safety Director
- Gather shelter-in-place supplies
 - Do not consume supplies until needed. Most shelter in place incidents are over quickly; food and water supplies are intended for an extended event.
- Report problems to the LSD by phone. If safe to do so, also report problems to the LSD via intercom or runner.

Occupants

Take refuge until the threat has passed either by remaining at your workstation or by moving to a pre-determined refuge area as directed.

- Follow instructions and remain calm. Your Floor Warden will provide information as it becomes available.
- Movement in and out of the building may be restricted. If you choose to leave, you may not be able to re-enter.

Fire

When a fire alarm is triggered, occupants should begin to relocate/evacuate, or as directed from the Life Safety Director. This building is fully sprinklered. Stairwell doors automatically unlock when an alarm is triggered. Upon activation of an alarm, strobe lights will flash and an audible alarm tone will ring on all floors.

General Response:

Upon hearing an alarm:

- Floor Wardens: Put on safety identification, if in your immediate vicinity
- When there is evidence of smoke or fire: Begin relocation or evacuation procedures, as directed from the Life Safety Director (see Evacuation section)

- When the alarm sounds, but there is no evidence of smoke or fire, instruct occupants to gather by the nearest safe exit stairwell, notify the Life Safety Director, and be prepared to move if ordered to do so
- Do not attempt to fight the fire unless it is blocking your only means of egress

If you discover a fire:

- Confine the fire by closing doors
- Alert others in the immediate area
- Notify 911 from a safe location, then call the LSD
- Begin relocation OR evacuation procedures, as directed from the Life Safety Director (see Evacuation section)

If you become trapped by a fire:

- Barricade yourself in an office, preferably one with a window (but do not break windows, except as a last resort)
- Stuff cloth under the doorway to prevent smoke from entering
- Call 911 and report your exact location
- Post a sign on the window with a large X or other marking to show your location

Medical Emergency

Always dial 911 before administering first aid. Only administer first aid if you are properly trained and if there is no risk of injury. Rendering first-aid is not a required job duty of any building occupant. While we provide first aid training, providing first aid remains an individual decision, and serving as a Floor Warden does not obligate you to provide first aid.

Be particularly careful of contamination by blood-borne pathogens. Use personal protective equipment (PPE) whenever possible. Anyone who comes into contact with bodily fluids should wash the exposed area immediately with soap and water and use water or saline solution to irrigate the eyes. Report any exposure to emergency personnel.

General Response

- Direct someone to call 911, if possible. Contact 911 before beginning first aid if others are unable to call.
- Whenever a 911 call is made, notify Security
- Provide first aid if trained to do so
- Have someone remain with the person at all times. Keep the individual calm and comfortable.
- Have someone wait in the floor's elevator lobby to usher emergency responders to the affected person
- Provide incident information to building staff if asked for details



Bomb Threat

While most bomb threats are hoaxes, take all threats seriously. Never touch a suspicious object.

General Response

If you receive a bomb threat via phone:

- Keep the caller on the line as long as possible
 - If you can, signal to a co-worker to call building security
- Complete the Bomb Threat Checklist (see checklist on following pages)
- Ask specific questions – where is the bomb, when will it detonate, what is it made of, why did you plant it, etc.
- Write down all details:
 - Caller's age, gender, accent
 - Background noises
 - Whether the caller sounded agitated, calm, etc.
- Upon completion of the call, immediately relay information to the LSD and wait for further instructions

INDICATIONS OF A SUSPICIOUS PACKAGE

Some indications of a suspicious package are:

- No return address or restrictive markings such as "Personal, Confidential, or Special Delivery"
- Protruding wires
- Oily stains on wrapping
- Wrong title or misspelling of the addressee
- Strange odors
- Excessive postage
- Package is unexpected by addressee
- Rigid or bulky packaging

Floor Wardens

Because you are more familiar with the surroundings, you may be asked to assist in a search of your floor. If asked to help search for a suspicious object:

- Put on safety identification, if in your immediate vicinity.
- Inspect all reception areas, closets, corridors, restrooms, drinking fountains, planters, disturbed ceiling tiles, garbage cans
- Report results to the LSD
- If a suspicious object is found:
 - Do not touch it
 - Clear all occupants out of the immediate area
 - Update 911, Security, and the LSD, and await bomb squad or other responders
- If directed, initiate evacuation
- Do not use light switches or electronic communication devices
- Once at your external assembly area, check for other suspicious packages
- Confirm people with mobility-impairments have relocated safely
- Do not reenter the building until instructed to do so by a lawful authority

Bomb Threat Checklist

Follow these guidelines if you receive a telephone bomb threat:

- Keep the caller on the line as long as possible
- Ask him/her to repeat the message
- If possible, record every word spoken by the caller
- Inform the caller that the building is occupied
- Pay particular attention to background noises

Caller ID Info (if any): _____

Record the exact wording of the threat:

Gender of caller: _____ Local or foreign accent: _____

Approximate age: _____

Remarks:

Ask the caller the following questions, if possible:

When is the bomb going to explode? _____

Where is it right now? _____

What does it look like? _____

What kind of bomb is it? _____

What will cause it to explode? _____

Did you place the bomb? _____

Why? _____

What is your address? _____

What is your name? _____

Background Sounds:

- | | | | |
|--|---------------------------------------|---|---|
| <input type="checkbox"/> Street Noises | <input type="checkbox"/> Voices | <input type="checkbox"/> House Noise | <input type="checkbox"/> PA System |
| <input type="checkbox"/> Static | <input type="checkbox"/> Music | <input type="checkbox"/> Office Noise | <input type="checkbox"/> Factory Machines |
| <input type="checkbox"/> Motor | <input type="checkbox"/> Animal Noise | <input type="checkbox"/> Other, describe: _____ | |

Threat Language

- | | | | |
|--------------------------------------|-------------------------------------|---|--------------------------------|
| <input type="checkbox"/> Well-spoken | <input type="checkbox"/> Incoherent | <input type="checkbox"/> Educated | <input type="checkbox"/> Taped |
| <input type="checkbox"/> Foul | <input type="checkbox"/> Irrational | <input type="checkbox"/> Scripted Message | |

Voice of Caller:

- | | | | |
|--|--|---|----------------------------------|
| <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"/> Rapid | <input type="checkbox"/> Raspy |
| <input type="checkbox"/> Soft | <input type="checkbox"/> Deep | <input type="checkbox"/> Loud | <input type="checkbox"/> Ragged |
| <input type="checkbox"/> Laughter | <input type="checkbox"/> Clearing Throat | <input type="checkbox"/> Crying | <input type="checkbox"/> Normal |
| <input type="checkbox"/> Cracking Voice | <input type="checkbox"/> Distinct | <input type="checkbox"/> Disguised | <input type="checkbox"/> Slurred |
| <input type="checkbox"/> Whispered | <input type="checkbox"/> Accent | <input type="checkbox"/> Deep Breathing | |
| <input type="checkbox"/> Familiar; if voice is familiar, whom did it sound like? _____ | | | |

Date and time of threat:	
Name and position of person who took the threat:	
Number at which threat was received:	

Flooding

Regional flooding typically arrives with advance warning, allowing occupants to evacuate safely before floodwaters arrive. Some floods, however, can occur without warning.

During a flood watch:

- Review evacuation routes
- Make sure all emergency supplies are on hand and available
- Building staff will check all emergency equipment and operation of sewage and sump pumps to ensure they are working properly

Floor Warden Team

- Put on emergency identification
- Be prepared to initiate evacuation or shelter in place as conditions warrant
 - For evacuation, instruct occupants to shut down all nonessential computers and electrical equipment, and secure private offices and/or equipment rooms when time permits
 - Confirm mobility-impaired occupants have relocated safely

Tornado or High Winds

Tornados can strike with little warning and cause catastrophic damage. Take tornado watches and warnings seriously.

- Tornado Watch: Conditions are right for tornado formation
- Tornado Warning: A tornado has been spotted or detected on radar

Make sure all emergency supplies are on hand and available. If possible, keep battery-powered or hand-crank radios in several easily accessible locations, and assemble a list of emergency radio stations.

Floor Warden Team

- Put on emergency identification
- Be prepared to move occupants to shelter in place areas or relocate to a different floor as directed
 - Draw blinds and shut windows, if safe to do so, before moving to interior locations
- Should a tornado strike, remain inside, move away from windows, and stay as low as possible

Earthquake

The safest place to be during an earthquake is typically underneath a protective object, such as a desk. Never try to exit a building during an earthquake.

Building Staff

Immediately following an earthquake, building staff will be conducting a structural assessment to determine if it is safe to remain inside and to check for elevator entrapments. This can take 10 to 30 minutes. All occupants should remain inside the building unless the building is in alarm or their safety is threatened.

General Response

- Drop, Cover, and Hold
 - Immediately get under a desk, table, or other sturdy object away from windows
 - Hold on to a table or desk legs
 - Protect your head and neck
 - If you're not able to take cover this way, move to an interior wall located away from windows. Sit with your back to the wall and your arms covering your head and neck. Do not stand in a doorway.
- Wait for at least ten seconds after the shaking stops, then assess your surroundings before you attempt to move
- Do not attempt to leave the building during an earthquake
- Remember: You should only evacuate after an earthquake if there is immediate danger on your floor (i.e. fire, smoke, pooling water, etc.) or if directed to do so
- If instructed to shelter for an extended period of time, gather personal supplies and any additional emergency supplies on your floor, take inventory, and distribute as necessary until you are notified that it is safe to leave the building. The Life Safety Director will be working to provide updates as necessary until it is safe.

Floor Wardens

- Once shaking has stopped, put on safety identification, if in your immediate vicinity
- Conduct search and check for injuries:
 - Report damage and injuries to the LSD
 - Administer first aid as needed
 - Call 911 only to report serious injuries, fire, or gas leak
- Initiate shelter-in-place:
 - Gather shelter-in-place supplies (see Shelter in Place section)
 - Be prepared for aftershocks
 - Open doors carefully and proceed cautiously
 - Be aware of other dangers from falling debris, down power lines, holes in the floor, etc.
 - Confirm mobility-impaired occupants have relocated safely
 - Report names and last known locations of missing employees to LSD
 - Check stairwell conditions in case of a necessary evacuation

Occupants

- When the shaking stops:
 - Check for injuries and help those around you. Report injuries to your Floor Warden. Only call 911 for serious injuries.
 - Shelter in place where you are and await instructions. Be prepared to evacuate the building should you hear an alarm or receive notification.
 - Anticipate aftershocks

Elevator Entrapment

In the event of an elevator entrapment, the primary concern is for passenger safety. Building staff will establish and maintain communications with trapped passengers to monitor the urgency of the situation. Call 911 immediately when someone's health appears at risk or if there is any indication of danger, including occupant panic.

What not to do: Make no attempt to force open the elevator doors and rescue passengers, as injuries may occur. Only emergency personnel or the elevator contractor should try to free the trapped passengers.

If You Become Trapped in an Elevator

- The building's elevator phones are monitored 24/7. Building staff will be notified upon receipt of an entrapment call and will dispatch the elevator contractor.
- Press the hands-free phone button or lift the elevator car's emergency phone to initiate a call to the monitoring service
- Stay calm and notify responding staff of any medical issues or concerns that would require calling 911
- Make no attempt to force open elevator doors or move passengers from a car trapped between floors, as injuries may result

Active Shooter/Armed Aggressor

Active shooter and armed aggressor situations are unpredictable and can escalate quickly, often ending within 5 to 15 minutes, sometimes before first responders arrive.

Acting quickly is critical, and individuals need to make their own decisions as to how to react and protect themselves. You will need to make a personal decision quickly whether to run, hide, or fight back.

- **RUN.** Immediately move away from the perpetrator when his/her location is known. Do not collect personal belongings. Evacuate the premises quickly and silently and move far away from the building.
- Call 911 from a safe location. Report:
 - The name (if known), description, and location of the gunman
 - The number of perpetrators
 - The type of weapons
 - Whether any shots were fired
- **HIDE.** If you cannot evacuate, hide.
 - If possible, avoid places where you might get trapped or that would restrict movement
 - Lock or barricade the door using heavy furniture
 - Silence mobile devices and alarms
 - Turn out lights and turn off any radios or TVs
 - Stay low to the ground and away from windows
 - Remain quiet
 - If you are with others, do not huddle together
- **FIGHT.** If the gunman enters your hiding area and escape is impossible, look for improvised weapons to throw (staplers, phones, lamps, scissors, etc.).
- **When police arrive:**
 - Keep your hands visible
 - Avoid sudden movements
 - Follow police instructions: answer questions and do not argue or resist

Building Information

Incident Command Posts

Where the Life Safety Director and Emergency Responders will operate from in an emergency.

Primary	Secondary
Fire Command Center in Loading Dock	Security Desk, Lobby

External Assembly Areas

Primary	Secondary
Riverfront Park	Music City Walk of Fame Park

Stairwells

Stairwell	Floors Served	Unlock on Alarm	Exits to
1	1 to Roof	Yes	2 nd Avenue
2	1 to 25	Yes	Lobby
3	1 to Terrace on 12	Yes	1 st Avenue
4	1 to 3 (NEC Retail)	Yes	Demonbreun Street

Elevators

Bank	Cars	Floors Served	Notes
Office Tower Passenger	1 – 6	1, 12 to 25	Cab 1 is freight
Parking Garage Passenger	7 – 9	1 to P11	
Retail	10	1 to 3	

Alarm & Fire Protection System

Feature	Location/Notes
Control Panel	Fire Command Center in Loading Dock
Fire Alarm Pull Stations	In Lobby Security Desk & Fire Command Center
Alarm Floors	All floors
Alarm Signals	Strobe, alarm tone
Sprinklered	Fully sprinklered

Emergency Equipment & Systems

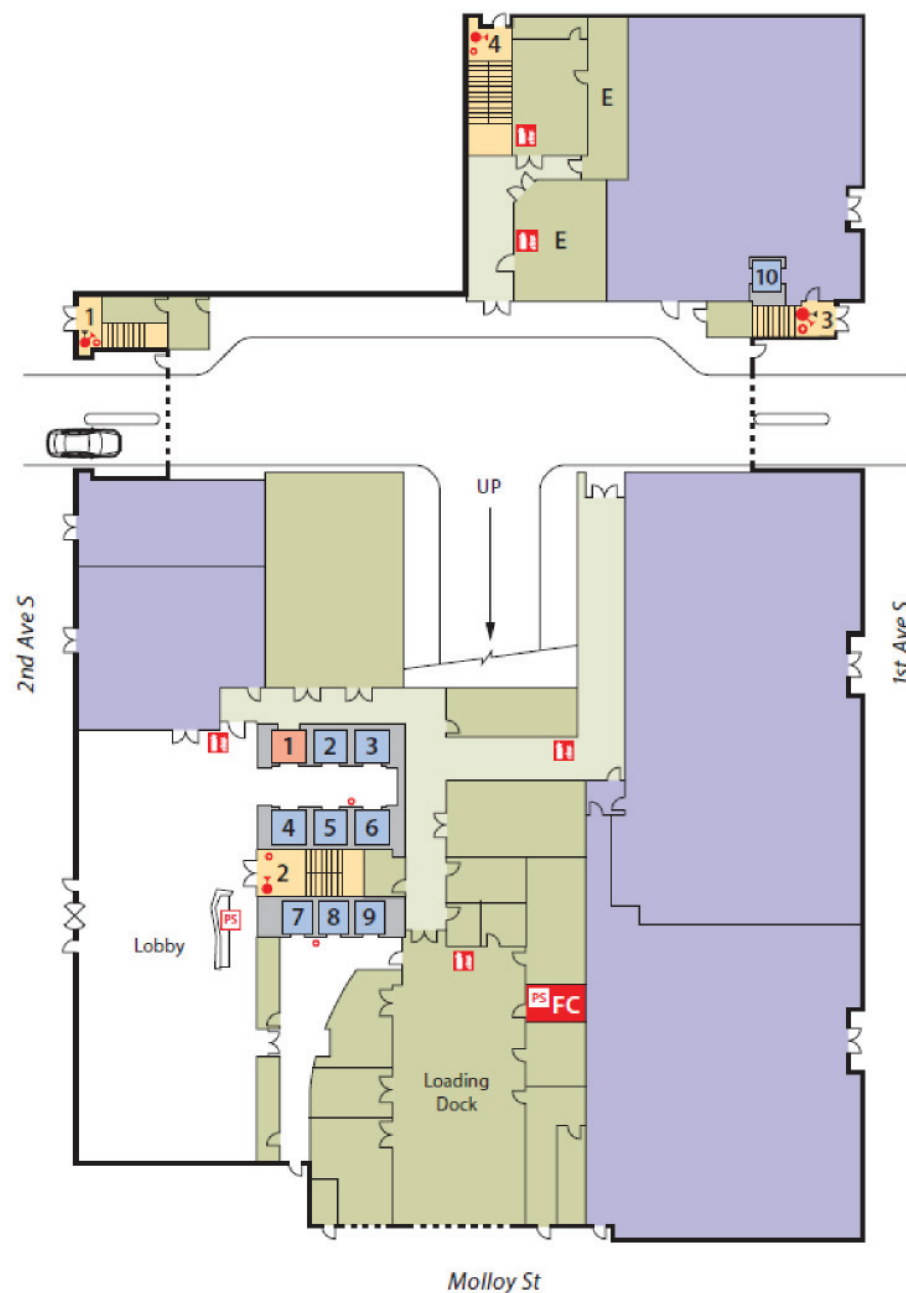
Feature	Location	Notes
Generator	Lobby Level, North side of building by the garage pass-through Alban Cat, 600kW	<ul style="list-style-type: none"> • Powers elevators, emergency egress lighting, Fire Command Center, annunciators located in the Engineering Office, and Security Desk in the Lobby • 12-hour capacity full load • ATS – 3 located in the Emergency Electrical Room and 3 located in the Mechanical Penthouse
Egress Lighting	Building wide coverage	On generator backup
Emergency Supply Kits	N/A	
First Aid Kits	Property Management Office & Engineering Office	
AE	N/A	Some tenants have their own AEDs within their spaces
Evacuation Chairs	N/A	
Eyewash Station	Lobby Level in Central Plant	

Emergency Communications

Feature	Location	Notes
PA System	Fire Command Center	Fully addressable and serves entire building
Firefighter's Phones	Stairwells and elevator lobbies	Connects to FCC
Emergency Intercoms	Stairwells on floors 15, 20 & 25, and at most entrances to the building	Connects to the FCC and at the Security Desk at the Lobby
Elevator Car Phones/ Intercom	Located in all cabs	Connects to the front desk; if there is no answer, rolls over to Nashville Machine's 24-hour monitoring service
Radios	All building staff is equipped with a radio while on-site	

222 Second Avenue South • Floor 1

Demonbreun St



KEY

- 1 Fire Service Access Elevator
- 2 Passenger Elevator
- 3 Exit Stair
- Retail
- E Electrical
- Back of House Corridor
- FC Fire Command
- 🔥 Fire Extinguisher
- PS Pull Station
- Firefighter Control Jack
- Standpipe / Sprinkler Riser
- ⬆ Hose Outlet
- ⬇ Sprinkler Control Valve



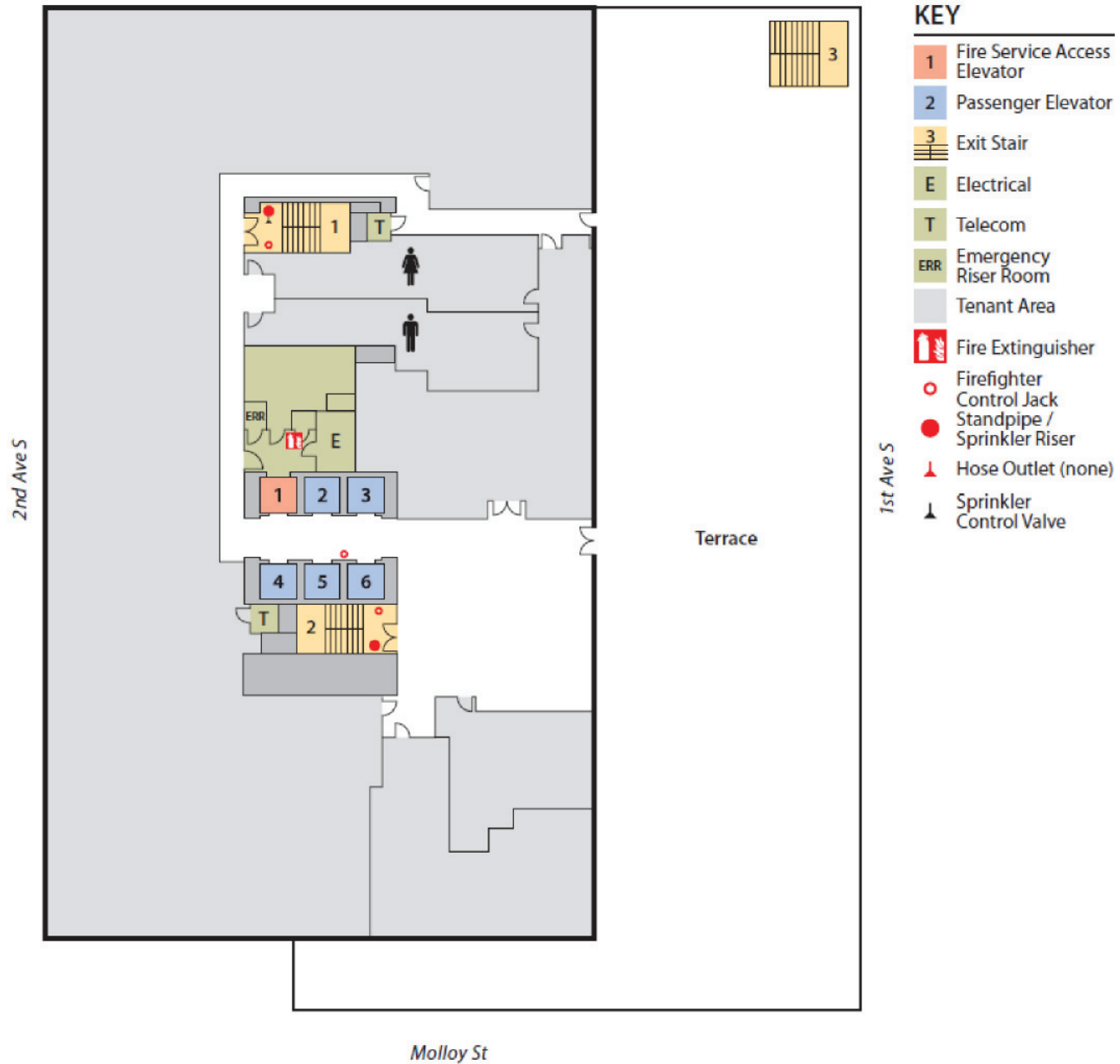
222 Second Avenue South • Floors 2 - 11

Demonbreun St



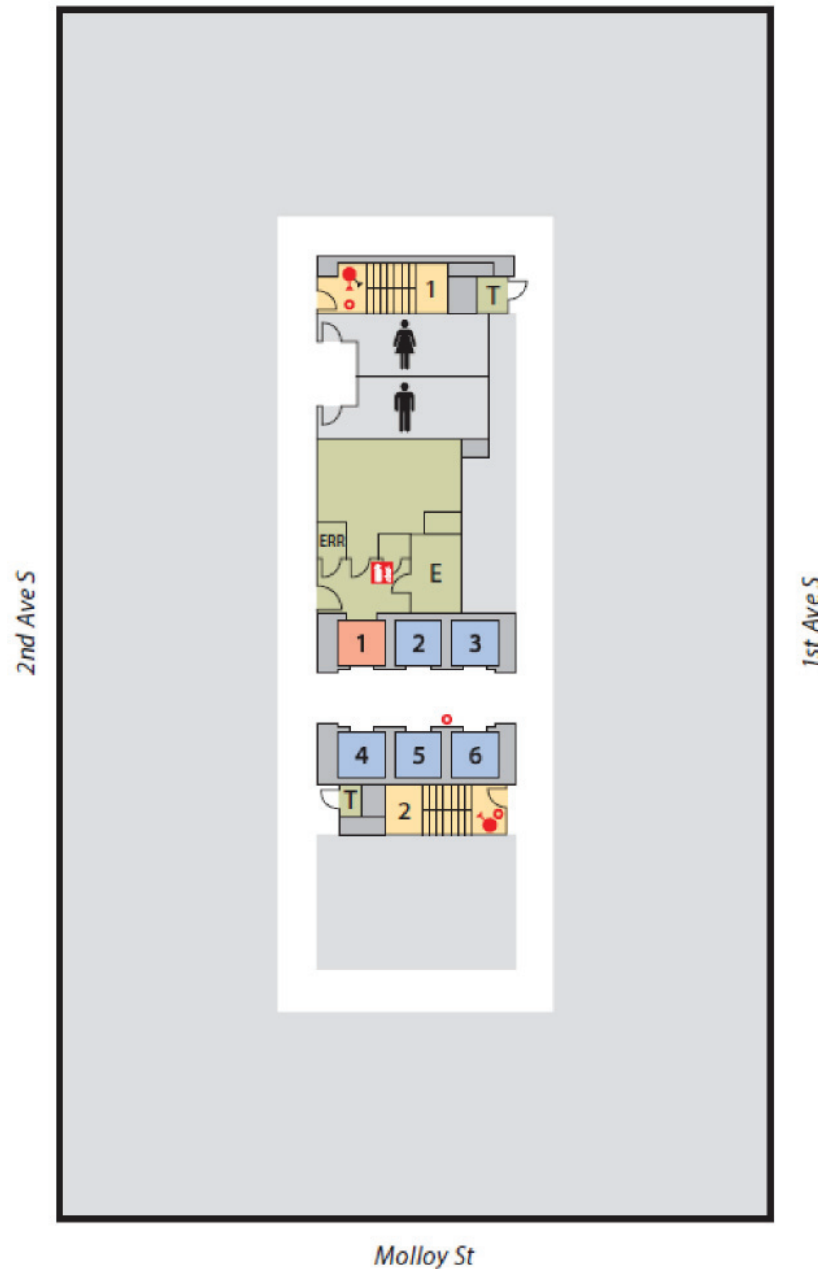
222 Second Avenue South • Floor 12

Demonbreun St



222 Second Avenue South • Floors 13 - 25

Demonbreun St



KEY

- 1 Fire Service Access Elevator
- 2 Passenger Elevator
- 1 Exit Stair
- T Telecom
- E Electrical
- ERR Emergency Riser Room
- Tenant Area – Open and Enclosed
- Fire Extinguisher
- Firefighter Control Jack
- Standpipe / Sprinkler Riser
- Hose Outlet
- Sprinkler Control Valve

