

DNR Capitol Hill Fire Drill and Building



Evacuation Guidelines



The following is intended to provide DNR Capitol Hill employees overview training for a fire drill or building evacuation. Complete emergency guidance issued by the Georgia Building Authority can be found at the website listed below and should be reviewed periodically by DNR Capitol Hill employees.

<https://gba.georgia.gov/services/emergency-management>

We have also included basic information on reporting emergencies and some basics on what to do in a fire or medical emergency.

Your safety is our concern. Please be prepared in case of an emergency.



GEORGIA


DEPARTMENT OF NATURAL RESOURCES

During a Fire Drill or Building Evacuation



Step by Step to Safety



- Remain calm. Do not run or panic. Proceed to the nearest stairwell for evacuation to designated evacuation sites.
- If you have visitors on the Hill during a fire drill or building evacuation, they should stay with you through the evacuation process.
- Use the stairway or horizontal exit to evacuate - **DO NOT USE ELEVATORS!**
- Enter stairwell in a single line and alternate with employees entering from upper floors.
- Do not return to your area for personal belongings.
- Once at designated area stay with your work group to assist DNR emergency coordinators in making an accurate account of personnel.
- In case of fire - Do not open any door that feels hot.
- In case of fire - If smoke is present, stay low.
- In case of fire - Never let fire come between you and the exit. 
- Report any missing person to Capitol Police and the location they were last seen.
- Do not return to the building from your designated area until told to do so by Capitol Police.
- **Individuals requiring assistance during a fire drill or evacuation should:**
 - Gather at the freight elevator area on each floor or the stairwell landing (area of refuge).
 - You will be assisted to safety by Capitol Police or Security; then directed to designated evacuation site.
 - Unless otherwise notified by Capitol Police this site is the sidewalk in front of Liberty Plaza located on Martin Luther King, Jr. Drive.
 - Do not return to the building from your designated area until told to do so by Capitol Police.

Evacuation Coordinators play a key role in your safety. They ensure that all employees, including those who require assistance, have vacated the building. They are the last ones to leave the floor. Your responsibility is to locate them at the designated assembly area after evacuating the building in a safe, orderly manner.



This picture shows an example of how your floor coordinator should be dressed during a drill or an actual evacuation. The number on the sign represents the tower floor number. **KNOW YOUR COORDINATOR.** You will assemble with them at the pre-determined assembly area during a fire drill or building evacuation.

Know Your Evacuation Coordinators

Towers – Balcony Level

Doug Waldron – Primary Coordinator

Katie Daniels – Secondary

Coordinator

Alexander, Deepak
Arnold, Fagan
Billups, Crystal
Boykins, Daniel
Daniels, Katie
Dhande, Vidyanan
DoHarris, Noel
Dugger, Harris
Fatima, Azmath
Hall, Kitira
Heaphy, Michael
Huguley, Tamika
Karre, Sampath
LopezRios, Michael
Miles, Steven
Muriel, Nancy
Nugent, Mark
Porter, Belva
Prattipati, Deepti
Rathi, Mahesh
Richburg, Beverly
Roach, Dan
Robinson, Kendra
Robinson, Vicki
Vemanedi, Praveen
Waldron, Doug

Towers – 10th Floor

Susan Kibler – Primary Coordinator

Peter Johnson – Secondary Coordinator

Beavers, Andrea
Blackwelder, Brett
Boateng, Margaret
Brodell, Tom
Brown, Jim
Brownlee, David
Collins, Kevin
Dahlgren, Laura
Daniels, Carolyn
Davis, Gary
Douglas, Christopher
Douglas, Traci
Dubose, David
Fischer, Barrett
Foster, Faney
Ghavamian, Maryam
Han, Yue
Hanley, Adam
Hardy, Rick
Hayes, David
Horwitz, Stephanie
Johnson, Peter
Kibler, Susan
Kitchens, Kelly
Lucas, Will
Mangum, Robert
Marbury, Robert
McPherson, Montague
Metzger, Jason
Mueller, Chuck
Mussler, Amy

Nix, Allan
Noakes, Bo
Peter, Sherin
Pierce, Ken
Rammo, Zuhair
Ridley, Shannon
Robinson, Kathleen
Ruth, Yolanda
Smilley, Michael
Sweatt, Megan
Taft, Andy
Vermillion, Nicole
Visser, Sarah
Weglewski, Linda
Williams, Bill

Needs Assistance

Beavers, Antonia
Dominguez, Nancy
Ferguson, Becky
Hardy, Rick
Nix, Allan
Weglewski, Linda

Towers – 10th Floor

Dennis O'Connell – Primary

Coordinator

Dillon Long – Secondary Coordinator

Ashworth, James
Burley-Jones, Annise
Carver, Jocelyn
Centis, Mauri
Clark, Heather
Clark, Jill
Dominguez, Nancy

Know Your Evacuation Coordinators

Dry, John
Elster, Mike
Embrey, Deadre
Famble, Alayna
Ferguson, Becky
Ferrell, La'Quetta
Fonk, John
Gaynor, Penny
Ghazi, Mo
Gillis, Mike
Hembree, Kim
Henderson, Philip
Hendricks, Jane
Johnston, Wende
Keefer, Allison
Khaleghi, Bruce
Levy, Cherona
Long, Dillon
Lu, Yi
Luo, Samantha
Mahbub, Ridwan
McNamara, Jim
Nicholson, Jess
O'Connell, Dennis
Papetti, Larry
Potter, Amy
Priyadarshini, Sharon
Rahbar, Bijan
Reiner, Emilea
Rodgers, Nichole
Sliwinski, Jim
VanGinkel, Steven
Warthen, Jasmine
Williams, John
Wolfsen, Matthew

Zackery, Michelle

Towers – 11th Floor

Thanh Vo - Primary Coordinator

Arnettia Murphy - Secondary

Coordinator

Adams, Victoria
Bailey Alisha
Bailey, Tailor
Banjade, Sarita
Blaize, Haydn
Booth, Elizabeth
Bruegge, Chris
Capp, Jac
Carlo, Aliya
Carmical, Azarina
Causse, Benoit
Chambers, Kevin
Chumbley, Tony
Clowers, Stephanie
Deberry, Margie
Dickson, Audra
Dorsey, Andoniicki
Earley, Sean
Fenwick, Whitney
Foy, Carla
Frank, Tamara
Gray, Stephen
Grubb, Victoria
Guerra, Larry
Hannum, Alys
Hayes, Josh
Hays, Lewis
Hopper, Jeff
Huang, Bei

Jackson, Wayne
Joyce, Andrew
Kennedy, Jim
Knapp, Abigail
Krolikowski, Jack
Lamarre, Paul
Leake, Alan
Lindsay, Bianca
Lutkehus, August
Martin, Olivia (Tianlin)
Martinenza, Joseph
McDowell, Ian
Mullaney, Jean
Murphy, Arnettia
Murphy, Mackenzie
Parsons, Tyler
Patch, Jennifer
Reed, Stephanie
Robles, Juan
Rodenbaugh, Dillon
Ruff, Susan
Salter, Susan
Sauler, Karen
Schreiber, Don
Scroggs, Chip
Shahbazaz, Marzieh
Shoun, Brian
Sottile, Kelli-Ann
Sulane, Chetan
Sun, Lucy
Sustaita, Sarah
Tambe, Ashwini
Thomas, Vanessa
Thomson, Alyssa
Truszczynski, Anna

Know Your Evacuation Coordinators

Vo, Thanh
Wang, William
Welte, Jennier
Welte, Josh
Williamson, Reginald
Wingo, Emily
Winn, Mork
Yeh, Hsin-Shen

Needs Assistance

Bailey, Tailor
Coleman, Connie
Rammo-Khus, Amy
Wayne, Jackson
Wingo, Emily
Winn, Mork
Yeh, Hsin-Shen

Towers – 12th Floor – Hugh Sledge – Primary Coordinator – Secondary Coordinator

Barnett, Cathy
Blankenship, Larry
Bowers, Tracy
Carter, Amber
Findlay, Beth
Gadson, Jennifer
Gaston, Artica
Hall, Courtney
Johnson, Melanie
Long, Mike
Nabors, Brian
Pearson, Kyle

Rabon, Walter
Robinson, Wes
Rosales, Yasmine
West, Terry
Williams, Mark
Yawn, Christine

Towers – 12th Floor

Annie Knox – Primary Coordinator Tim Wright – Secondary Coordinator

Abston, Cassandra
Bowen, Denise
Brown, Theresa
Colclough, Daphnie
Coleman, Shalisa
Copeland, Regina
Dingler, Ursula
Gamblin, Steven
Gray, Megan
Hill, Yolanda
Houston, Kenisha
Howell, David
Isom, Maurice
Johnson, Tiffany
Jones, Cassandra
Kingston, Sonya
Knox, Annie
Koonce, LoReal
Lester, Sherona
McCall, Vanessa
Northcutt, Joetta
Owens, Kimberly
Pryor, Vonnetta
Rosser, Conrad
Shelton, Valencia

Shue, Mary
Thompson, LaShaun
Tubbs, Courtney
Wilson, Phyllis
Wright, Tim
Yonan-Najar, Sarah

Towers – 13th Floor

Trey Blankenship – Primary Coordinator

LaChandra Bell – Secondary

Abdul-Rahman, Moori
Akande, Bola
Beale, Gary
Bell, LaChandra
Blankenship, Trey
Brown, Lindsey
Brown, Taylor
Cain, Sharon
Chapman, Celisha
Golden, Richie
Gunthorp, Lisa
He, Ling
Henslee, Rhonda
Jones, Carlethia
Lammari, Farida
Lenoir, Shelia
McBride, Monique
Myers, Jeff
Nandiraju, Vj
Norfleet, Antoinette
Polk, Jenifer
Ramireddy, Sirisha
Rome, Sharon
Stevenson, Tequila

Know Your Evacuation Coordinators

Stokes, Robert
Vendola, Brent
West, Chris

Needs Assistance

Freeman, Robin

Towers – 13th Floor

Nawanna Patterson-Dickey - Primary

Coordinator

Peter Nwogu – Secondary

Coordinator

Ariail, John
Betsill, Kate
Cash, Tim
Colwell, Steve
Frechette, Bill
Gamble, Jordan
Gillis, Michael
Griffin, David
Hicks, Nicole
Holmes, Ashley
Jiang, Feng
Kalla, Lillian
Kim, Inchul
Liang, Hailian
Morson, Jennifer
Murphy, Eric
Narrou, Hassan
Nieser, Skyler
Nwogu, Peter
Patel, Asmita
Patel, Manny
Patterson-Dickey, Nawanna
Prock, Nancy

Regan, Jeff
Russo, Celina
Sauer, Robert
Sengchanh, Airyne
Shaaban, Walid
Smith, Johanna
Syed, Shaukat
Tambe, Ashwini
Tchinda, Duplex
Thakkar, Disha
Towe, John
Trent, Vicki
Voudy, Christine
Wen, Menghong
White, Phillip
Woodsley, Tom
Zeng, Wei

Needs Assistance

White, Phillip

Towers – 14th Floor

Aubrey Hendrix – Primary

Coordinator

Jasper Harris – Secondary

Coordinator

Aubrey Hendrix
Clark, Christine
Daneen Patton
Donald Kirkland
Erin Ruoff
Fambro, Rochelle
Higgins, Robert
Jasper Harris
Jim Cooley

Jordan, Cynthia
Laura Williams
Lauren Curry
Lisa Cheeks
Lydia Davis
Momon, Bernita
Natasha Johnson
Richard Dunn
Sara Lips
Susie Kocsis
Tamara Fischer
Vanessa OcCain

Towers – 14th Floor

Joyce McClain - Primary Coordinator

Michael Berry – Secondary

Coordinator

Carson, Kate
Carubba, Frank
Chambers, Peggy
Cole, Blue
Crapps, Bailey
Craw, Veronica
Dickey, Marjie
Edwards, Thais
Encinas, Jackie
Gazaway, Mary
Granderson, Mildred
Grant-Branklyn, Sophia
Harbert, Harold
Kilpatrick, Monica
Lockman, Grant
Nachtmann, Cecilia
Perrett, Lisa
Stitt-Allen, Barbara

Know Your Evacuation Coordinators

Toney, Brett
Warren, Mallory
Yazbak, Lina

Needs Assistance

Loudermilk, Dan

Ag Building

Shea Buettner - Primary Coordinator

Clete Barton & Stephen Wiedl -

Secondary Coordinator

Banyas, Madeline
Barton, Clete
Blair, Kevin
Brossett, Michele
Buettner, Shea
Copsey, Andrew
Diggers, Nathan
Dragiev, Caroline
Gilbert, Cody
Gossett, Kaela
Jones, Cody
Miklos, Thomas
Munday, Bridget
Wiedl, Stephen

Are You on The List and/or Do You Need Assistance During an Evacuation?

- If you are a DNR Capitol Hill employee and your name is not on the above list; or if you require assistance during an emergency and your name is not on the list as an individual needing assistance, please contact Tequila Stevenson (DNR) at 404-463-2498 or via email at tequila.stevenson@dnr.ga.gov or Jasper Harris (EPD) at 404-656-7418 or via email at jasper.harris@dnr.ga.gov
- Important reminder – Needs Assistance employees should gather at the freight elevator or at the stairwell landing on each floor for assistance from Capitol Police or Security.



Georgia Building Authority

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

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

Reporting Emergencies to Capitol Police or Directly to 911 Emergency Services

To report emergencies or to request assistance tenants may contact the Capitol Police Communications Center at 404-624-7281.

911 Emergency Service

Tenants can call directly for emergency ambulance service by dialing 9-911. It is important to note that 9-911 Emergency Service covers a wide area and the dispatch of a vehicle to your location may be prioritized depending upon other calls being handled by the 9-911 dispatchers.

Note that on Capitol Hill four digits must be dialed to reach 911
Emergency Service: 9-9-1-1.

Reporting Emergencies

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



During a Medical Emergency

The Capitol Police Communications Center has access to both public and private emergency transport and can ensure the most rapid response time to a medical emergency. They will call emergency medical personnel to the location of the sick or injured person, provide traffic controls for emergency vehicles, and commandeer elevators if necessary, to expedite transport of the ill person.

Capitol Police Communications Center
404-624-7281



Fire Emergencies



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

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



If You Catch on Fire **DO NOT RUN!**

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



STOP, DROP and ROLL rule: *If your clothes ever catch on fire you need to STOP, DROP, COVER YOUR FACE, AND ROLL till all the flames are out.*