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.


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.
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.
  – 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 Steve Polk Plaza (GA Railroad Freight Depot) located on Martin Luther King, Jr. Drive between Courtland Street and Central Avenue.
  – Do not return to the building from your designated area until told to do so by Capitol Police.
Designated Evacuation Assembly Areas

- Designated evacuation assembly areas have been established by GBA. The next panel provides a copy of the Capitol Area map with assembly areas clearly marked with color coding. Please review and become familiar with your assembly areas, both Primary and Secondary.

- During an evacuation please proceed to the assembly area to meet up with your floor coordinator. DNR Capitol Hill employees should assemble at the primary assembly site unless otherwise instructed by Capitol Police. This is Liberty Plaza across from the Capitol.

- When you reach the assembly area please locate and stay with your floor coordinator until allowed back into the building.
DESIGNATED EVACUATION SITES FOR CAPITOL HILL AND 2 PEACHTREE STREET
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.
Who Are Your Evacuation Coordinators

**Towers – Balcony Level**
*Noel Doharris – Primary Coordinator*
*Arveeta Turner – Secondary Coordinator*
Alexander, Deepak
Alonso, Renee
Boykins, Daniel
Broomfield, Eric
Dhanda, Vidyanan
Fatima, Azmath
Gregory, Brian
Hammonds, Tamara
Heaphy, Michael
Hipple, David
Hollis, Christina
Huguley, Tamika
Ivester, Angela
Jones, Stacey
Jordan, Cynthia
Karre, Sampath
Mhatre, Ashish
Rahti, Mahesh
Roach, Dan
Trent, Vicki
Vemaneedi, Praveen
Waldron, Doug

**Towers – 10th Floor**
*Susan Kibler – Primary Coordinator*
*Peter Johnson – Secondary Coordinator*
Barnes, Verona
Best, Sarah
Blalock, Beth
Brodell, Tom
Brown, Jim
Brownlee, David
Collins, Kevin
Daniels, Carolyn
Davis, Gary
Fischer, Barrett
Foster, Faney
Futch, Robin
Ghavamian, Maryam
Green, Cathy
Han, Yue
Hayes, David
Henderson, Philip
Horwitz, Stephanie
Johnson, Peter
Kibler, Susan
Klan, Patrick
Kloet, Larry
Lyles, Naomi
Maddox, John
McPherson, Montague
Medina, Luis
Metzger, Jason
Mussler, Amy
Nix, Allan
Noakes, Bo
Peter, Sherin
Pierce, Ken
Rammo, Zuhair
Ridley, Shannon
Roberts, Courtney
Smith, Celest
Taft, Andy
Williams, Bill
Williams, Eddie
Williams, Justice
Elevator Evacuees
Beavers, Antonia
Hymel, Jackie
McNamara, Jim
Parast, Nancy
Weglewski, Linda

**Towers – 11th Floor**
*June Coleman – Primary Coordinator*
*Alan Giles – Secondary Coordinator*
Adams, Victoria
Banjade, Sarita
Bhowal, Pradip
Blaize, Haydn
Booth, Elizabeth
Buettner, Shea
Capp, James
Carmical, Azarina
Cash, Tim
Causse, Benoit
Causse, Jill
Chambers, Kevin
Chumbley, Tony
Clowers, Stephanie
Cowie, Gailil
## Who Are Your Evacuation Coordinators

### Towers – 11th Floor
**June Coleman - Primary Coordinator**
**Alan Giles - Secondary Coordinator**
- Dickson, Audra
- Early, Sean
- Fan, Yilin
- Foy, Carla
- Frank, Tamara
- Grubb, Lynne
- Guerra, Larry
- Hays, Lewis
- Hembree, Kim
- Hendrickx, Ted
- Johnson, Neshanta
- Kennedy, Jim
- Lamarre, Paul
- Larson, Jeff
- Leake, Alan
- Martinenza, Joseph
- Moisan, Paul
- Moody, Brandon
- Murphy, Arnetta
- Nezianya, Charles
- Nichols, Nicole
- Papetti, Larry
- Pariani, Dagny
- Parsons, Tyler
- Patch, Jennifer
- Pupkiewicz, Katherine
- Rammo-Kuhs, Amy
- Revels, Margie
- Ruff, Susan
- Salter, Susan
- Schreiber, Don
- Shahbazaz, Marzieh
- Sherman, Kallie
- Shoun, Brian
- Smith, Johanna
- Steele, Gigi
- Stephens, Kyle
- Sun, Lucy
- Tkacs, Thomas
- Wang, William
- Welte, Jennifer
- Welte, Josh
- Williamson, Reginald
- Winn, Mork
- Yeh, Hsin-Sheng
- Elevator Evacuees
- Champion, Becky
- Jackson, Wayne
- Rahbar, Bijan
- Wingo, Emily

### Towers – 12th Floor
**Hugh Sledge – Primary Coordinator**
**Natasha Maddox – Secondary Coordinator**
- Barnett, Cathy
- Blankenship, Larry
- Bowers, Tracy
- Carter, Amber
- Doster, Bettye
- Findlay, Beth
- Gadson, Jennifer
- Gaston, Artica
- Johnson, Melanie
- Johnson, Shellby
- Johnson, Tiffany
- Long, Mike
- Nabors, Brian
- Pearson, Kyle
- Rabon, Walter
- Robinson, Vicki
- Robinson, Wes
- West, Terri
- Williams, Mark
- Yawn, Christine

### Elevator Evacuees
- Elder, Constance
- Jones, Cassandra

### Towers – 13th Floor
**Brett Blackwelder - Primary Coordinator**
**Edward Rooks - Secondary Coordinator**
- Allison, Terry
- Ariail, John
- Arrowood, Aaron
- Baloochostani, Farshad
- Betsill, Kate
- Bragars, Skylar
- Bustillos, Andriana
- Carnley, Keith
- Chase, Kirk
- Dykes, Eric
- Edwards, Thais
- Ellis, Lynn
- Frechette, Bill
- Gillis, Michael
- Griffin, David
- Hughes, Amber
- Jiang, Feng
Who Are Your Evacuation Coordinators

Khan, Rais
Kim, Dong Ha
Kim, Inchul
Liang, Hailian
Luo, Samantha
Moeti, Lebone
Mugisa, Madina
Nwogu, Peter
Prock, Nancy
Regan, Jeff

Towers – 13th Floor
Brett Blackwelder - Primary Coordinator
Edward Rooks- Secondary Coordinator
Sauer, Bobby
Sengchanh, Ayryne
Shaaban, Walid
Sides, John
Syed, Shaukat
Voudy, Christine
Weinstein, Bennett
Wen, Menghong
Wessel, Paul
Woosley, Tom
Zeng, Wei

Elevator Evacuees
White, Phillip

Towers – 13th Floor
Daniel Brown – Primary Coordinator
– Secondary
Akande, Bola
Beale, Gary
Bell, Lachandra
Cain, Sharon
Camp, Audrey
Chadwell, Michael
Cureton, Leigh
Evans, Toby
Freeman, Robin
Friedman, Steve

Gardner, Jodie
Golden, Richie
Gunthrop, Lisa
He, Linda
Henslee, Rhonda
Lammari, Farida
Martin, John
Nandiraju, Vijaya
Nelson, Josh
Polk, Jenifer
Ramireddy, Sirisha
Rosser, Celisha
Roy, Michael
Tubbs, Courtney

Towers – 14th Floor
Joyce McClain - Primary Coordinator
Michael Berry – Secondary Coordinator
Meridith Whitten - Alternate
Adang, Jo
Baker, Seirisse
Behrend, Glen
Carubba, Frank
Chambers, Peggy
Craw, Veronica
Gazaway, Mary
Gilliam, Connie
Grant-Branklyn, Sophia
Grey, Won
Hackney, Jennifer
Harbert, Harold
Haynes, Connie
Kilpatrick, Monica
McClain, Joyce
Perrett, Lisa
Stitt-Allen, Barbara

Elevator Evacuees
Gilliam, Connie
Haynes, Connie
Loudermilk, Dan

Towers – 14th Floor
Melissa Richardson – Primary Coordinator
Jasper Harris – Secondary Coordinator
Aubrey Hendrix - Alternate
Cheeks, Lisa
Clark, Christine
Curry, Lauren
DeShazo, Diane
Dunn, Richard
Fambro, Rochelle
Hughes, Pam
Ingram, Mona
Johnson, Natasha
Kirkland, Doralyn
Kocsis, Susie
Langley, Bert
Momon, Bernita
Mueller, Chuck
Ruoff, Erin

7 MLK, Jr. Drive
Agriculture Building
EPD Watershed Protection
Jeremy Smith - Primary Coordinator
Mike Phipps – Secondary Coordinator
Brossett, Michele
Jones, Cody
Jones, Joshua
Letosky, Melissa
Mundy, Matthew
Petro, Myron
Read, Matthew
Scroggs, Chip
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 elevator evacuee, please contact Natasha Maddox at 404-656-6676 or via email at natasha.maddox@dnr.state.ga.us.

• Important reminder – Elevator Evacuees should gather at the freight elevator 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 situation the Georgia Building Authority or the Capitol Police Public Information Officer will interact with the media. Direct all requests by the media for interviews to the Emergency Command Post.
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.*