

Alabama Department of Public Health
Office of Facilities Management

**SECURITY MEASURES
AND
EMERGENCY GUIDELINES**
for
The RSA Tower
Revised June 21, 2019



RSA TOWER GUIDELINES

RSA Tower Guidelines Facilities Management 206-5218

- Employee Workplace Guidelines at The RSA Tower

SECURITY MEASURES AND EMERGENCY GUIDELINES

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RSA TOWER GUIDELINES

Employee Workplace Guidelines at The RSA Tower

1. ACCESS TO THE 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 and night access is limited and only as authorized by bureau and office directors.
2. ACCESS TO THE OFFICE SUITES: See information on the card access system and related security procedures on Facilities Management's web page, under "The RSA Tower".
3. 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 each bureau and office director.
4. PARKING: See employee parking information on Facilities Management's web page, under "The RSA Tower."
5. 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.*

If you become trapped in an elevator, use the elevator telephone to notify the State Capitol Police. **The elevator car number is engraved on the outside of the door to the telephone.**

6. 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.
 - a. The Department is allowed to place meeting, special event, and directional signage in the public corridors on the floors that we occupy. The signage must be on sign stands. Do not tape or place any signs on corridor walls, glass, or elevator areas. The RSA does not allow temporary signs in the main lobby on the first floor.
 - b. The RSA tenant guidelines prohibit applying or hanging items on the suite entrance doors.
7. LUNCH ROOMS: Each lunch (break) room is equipped with a microwave, refrigerator and a full line vending machine. **Do not put carbonated drinks in the freezer.** The Landlord's housekeeping crew will clean each refrigerator every Friday evening **and will discard food and containers left in the refrigerator or freezer.**
8. FOOD: Food eaten in your work space should be limited to dry non-staining items which do not produce potentially offensive odors, such as sandwiches, chips, and such. Report spills immediately to Facilities Management so that cleaning staff can be notified.

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9. **BUILDING PROBLEMS:** Report to Facilities Management any problems with the building, including spills or damage.
10. **MODULAR WORK STATIONS:** Additions or modifications to work stations must be approved in advance by Facilities Management.
11. **BUILDING HOUSEKEEPING:** The Landlord furnishes housekeeping to all areas of each floor daily. Housekeeping staff will not remove piles of boxes, furniture, 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.

Housekeeping service is not provided in basement space. Employees are responsible for removing empty boxes and trash from the basement.
12. **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.
13. **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. The employee is responsible to assure that damage does not occur. 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.
14. **WINDOWS:** Objects, including plants, are not to be placed on window sills. Do not place banners, signs or pictures on exterior windows, and only business related signs on interior glass.
15. **RECYCLING:** Paper recycling problems or questions should be directed to the Bureau of Environmental Services.
16. **SMOKING:** The RSA Tower is a smoke-free building. 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 Avenue), in the park across Monroe Street, and at the loading dock on rainy days.
17. **HEATERS:** Portable heaters and pop up toasters are not allowed in the central office.
18. **CANDLES:** Lighting of candles is not allowed in the central office.

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Emergency Evacuation Procedures

1. Floor wardens to coordinate evacuations should be appointed by each Office and Bureau director. Floor wardens should be individuals who are respected by fellow employees, stay calm in emergencies, are physically capable of moving around quickly, and are familiar with emergency exits, alarm pull stations, and fire extinguishers. A list of these floor wardens must be submitted to Facilities Management, and updated accordingly.
2. When notice to evacuate is given, floor wardens should immediately assure that their employees move promptly to the closest emergency exit.
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 as much as possible, and should take a head count once evacuation is complete.
5. If evacuating to the outdoors, employees should move away from the building and from any emergency equipment until instructed otherwise.
6. If a fire occurs in your area, make sure a 911 call has been placed and Facilities Management has been notified.
7. Any person who has difficulty walking down stairs should be assigned two employees to assist them in an emergency. These individuals should remain in the corridor at the entrance to the exit stair and wait for fire fighter assistance to exit down the stair, or for notice of a false alarm.
8. The Employee Assistance List is maintained by Facilities Management, having the name and work location in the building of each employee requiring assistance at the stairs. Bureau and office directors should inform Facilities Management of changes in employment, building location or disability status of employees so the Assistance List can be kept current.

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Fire Emergencies

Know where fire extinguishers, alarm pull stations, and exits are located.

In the event a fire in the office, follow these instructions:

1. **Call 911** and give the name and address of the property (The RSA Tower at 201 Monroe Street) and the location of the fire.
2. Call Facilities Management and your fire emergency floor wardens.
3. **Fire Alarm:** When the building fire alarm is activated, all areas of the building receive a strobe light signal. There is no need to evacuate a floor which has only the strobe light. An audible alarm and voice announcement will sound on the floor where the alarm was initiated, as well as the floor above and the floor below (total of 3 floors). Follow the instructions of the voice announcement.

An employee on a floor that receives the fire evacuation announcement is not authorized to remain in the work place. Each employee must exit the building as instructed by the voice announcement.

4. Take the exit stair to the basement level, which then exits the building through a passage that leads to the sidewalk. **DO NOT EXIT THE STAIR AT THE 1ST FLOOR LEVEL.** Never use elevators in a fire emergency.
5. Choose a specific site outside the building, at a safe distance from the building, to reconvene with your staff once the evacuation has been successfully completed. Refer to your bureau or office emergency gathering location plan.
6. Do not return to the building until the Fire Department and Building Manager have given the "All Clear".
7. Any person who has difficulty walking down stairs should be assigned two employees to assist them in an emergency. These individuals should remain in the corridor at the entrance to the exit stair and wait for fire fighter assistance to exit down the stair, or for notice of a false alarm.
8. The Employee Assistance List is maintained by Facilities Management, having the name and work location in the building of each employee requiring assistance at the stairs. Bureau and office directors should inform Facilities Management of changes in employment, building location or disability status of employees so the Assistance List can be kept current.

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Suite Security Measures

1. Click on “The RSA Tower” on Facilities Management’s web page for information on the card access system and related security procedures.
2. When an employee’s employment in the central office ends, deactivate the employee’s door access card and return it to Facilities Management. Consider resetting any safe or vault combinations with which the employee may have been entrusted.
3. 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 or hanging from locks.
4. Notify Facilities Management immediately if you notice a suspicious person loitering in or about your premises. Be suspicious of any person who approaches your suite and, when confronted, makes excuses that they are lost or looking for another company.

Reacting to a Bomb Threat

1. Call 911, and then call Facilities Management.

Severe Weather Warnings

In the event of a severe weather warning, seek shelter **on your floor** in the interior rooms or corridors without windows, preferably in the center area of the floor. Rest rooms, elevator lobbies (with the double fire doors closed), and lunch rooms are examples of areas that will offer the greatest protection during severe weather. **Do not ride the elevators during a storm warning.**

Avoid the ground floor lobby during severe weather due to the glass. Do not leave your floor and go to the basement.

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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 power outage:

1. Report the problem to Facilities Management.
2. If you are trapped in an elevator during a power failure, use the elevator telephone to notify the State Capitol Police. **The elevator car number is engraved on the outside of the door to the telephone.**
3. 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 several minutes to recall all the elevators to the first floor. Passengers will be advised of the status and delay time over the elevator Voice Communication System.
4. Building Management will notify you as soon as possible regarding when the electricity is expected to be restored.

Medical Emergencies

1. In case of a medical emergency, call 911 for an ambulance. Give instructions regarding the location of the individual by giving the floor number and hallway suite number. Ambulances should be directed to come to the loading dock at McDonough Street.
2. Notify Facilities Management so that the freight elevator can be held by the building management for the ambulance crew.

Post a person in the hallway in view of the elevators on your floor to escort the medics and ambulance crew to the person in distress.
3. The freight elevator is designed to accommodate most equipment used by emergency crews.