



COURT OF APPEALS OF
GEORGIA

EMERGENCY RESPONSE
PLAN

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I. EMERGENCY PERSONNEL CONTACTS

Building Security Front Desk

Telephone: 404-652-1602

Department of Public Safety, Capitol Police

Telephone: 404-463-1211

Emergency: 404-624-7281

Emergency Response: 911

Atlanta Fire Department

Telephone: 404-546-7000

Emergency Response: 9-911

State Fire Marshal's Office

Telephone: 404-656-2064

Worker's Compensation Injury Report Line:

Telephone: 1-877-656-7475

Poison Center

Telephone: 404-616-9000

Telephone: 1-800-222-1222

COURT OF APPEALS EMERGENCY CONTACTS

Primary Emergency Coordinator

Christina Cooley Smith, Clerk/Court Administrator

Telephone: 404-578-0374

Secondary Emergency Coordinator

Tamika Gibson, Deputy Administrator

Telephone: 404-651-8498

Judicial Protection Services

Stan Cooper, Director

Telephone: 404-290-4025 Email: coopers@gaappeals.us

Court of Appeals Floor Emergency Coordinators

Lower Level

Amy Doyle Telephone: 404-657-7570

First Floor

Lisa Reaves Telephone: 404-657-8360

Tabitha Cooper Telephone: 404-651-2439

Alex Odutola Telephone: 404-463-0234

Second Floor

Katie Dod Telephone: 404-232-7977

David Payne Telephone: 404-656-4724

Third Floor

Susan Harrison Telephone: 404-656-3458

Tiffany Painter Telephone: 404-656-3453

Fourth Floor

Lydia Cook Telephone: 404-657-9405

Karrie Randolph Telephone: 404-656-3455

Court of Appeals Tenant Coordinators

Primary Coordinator

Will Moore Telephone: 404-463-4597

Secondary Coordinator

Alex Odutola Telephone: 404-463-0234

GEORGIA BUILDING AUTHORITY (GBA) CONTACTS

GBA Tenant Services/GBA Work Control Center:

(report needed repairs or leaks 24/7)

Telephone: 404-463-HELP (4357) [Email: tenantservices@gba.gov](mailto:tenantservices@gba.gov)

Facilities Director

(report of needed repairs or leaks after business hours, i.e. after 4:30 pm)

Kevin Emert

Telephone: 404-656-4090

[Email: Kevin.Emert@gba.gov](mailto:Kevin.Emert@gba.gov)

Court of Appeals CPR/AED/First Aid Trained Personnel (First Responders)

Lower Level

Amy Doyle Telephone: 404-657-7570

First Floor

Christina Smith Telephone: 404-656-4212

II. GENERAL INFORMATION FOR EMERGENCIES

In any emergency, first contact Capitol Police Services. During an emergency evacuation, Capitol Police Services have primary responsibility for the scene. Capitol Police may relinquish control to other emergency agencies such as the Atlanta Fire Department upon its arrival at a fire emergency scene.

Georgia Building Authority Property Resources has secondary responsibility when the emergency involves state buildings or properties. Property Resources has the responsibility to notify tenants of an emergency, to announce the need for evacuation, and to keep tenants apprised of any emergency situation. This agency will also call emergency medical personnel to the location of sick or injured persons and access emergency transport if necessary. You may also call 911 for connection to emergency first responders and medical technicians for a situation believed to be life-threatening.

Whenever calling these agencies during an emergency, remember to give your location by building, floor, room number, and the closest entrance to your area.

The State Fire Marshal is responsible for conducting fire safety inspections of all buildings owned, operated or occupied by the State.

The Court Primary Emergency Coordinator is the Clerk/Court Administrator. They will be the point of contact for emergency agencies communicating with the Court. They will also disseminate safety information to the Floor Emergency Coordinators.

The Floor Emergency Coordinators will assist in the safe evacuation of court personnel from the buildings if required. They will be responsible for assuring that all employees on their floor exit in an evacuation and for providing a count of the employees to the Assembly Command Center after an evacuation. Floor Emergency Coordinators will assist in the evacuation of employees or public who require assistance due to physical limitations in the evacuation process.

It is possible the coordinator will not be in the office during an emergency, so everyone should, as much as you can without endangering yourself, help your fellow employees.

III. SECURITY EQUIPMENT AND SYSTEMS

The Nathan Deal Judicial Center (NDJC) is equipped with the following security measures for the safety of the tenants and visitors.

Automated External Defibrillators - There is one AED located on the 1st floor in the Clerk's Office in a cabinet in the File Room (Room #1624). There also is one located on each of the 2nd, 3rd, and 4th floors. Those AEDs are located in cabinets in the JI - Elevator vestibules.

Access to Buildings - During business hours, generally from 6:00 a.m. to 6:00 p.m., vehicle stickers are required for entry into the state parking lots under the buildings. All state buildings on Capitol Hill supervised by the GBA require card key access to the building and parking lots before and after these regular business hours. Visitors must enter the designated public entrance and show picture identification. These card keys also serve as identification cards. Employees should not allow other persons to use their card key or admit unauthorized persons entry into the GBA buildings.

Justices/Judges Guests:

Justices/Judges who are accompanied by guests when entering the NDJC are not required to check their guests through security while in their presence.

NDJC Staff Guests:

During normal business hours all staff guests must enter through the NDJC Public Entrance security check point. During non-business hours, staff relatives/guests may accompany any employee with an access badge and enter through the staff entry point. The visitor must always remain with the employee while in the building.

Building Security Services - A security desk is located on the street level floor of the NDJC. A security guard is present during working hours. Visitors must present a picture identification and they and their possessions must be scanned before entry.

CrisisAlert Badges – Each employee will be provided with a CrisisAlert Badge that they must wear along with their ID while on Capitol Hill. In the event of a true medical emergency, physical altercation, or suspicious activity you must rapidly press the button 3 times. You will feel the badge vibrate as acknowledgment that the alert has been transmitted. Capitol Police will respond to the alert notification. Do NOT leave the CrisisAlert Badge unattended, glue or attach anything to the badge, scratch, puncture, bend or otherwise damage the integrity of the badge.

Duress Alarms - The reception desk is equipped with a duress alarm. Each judge's chambers is also equipped with duress alarms. Staff attorneys should check with their judge and administrative assistant for location of the duress alarms should they need to use it in an emergency situation. Most of the office alarms are wireless alarms that can be moved as necessary. There are also duress alarms on the bench in the courtroom.

Electrical Equipment - The use of extension cords and space heaters in state buildings are regulated by the Georgia Building Authority. Use only extension cords listed by Underwriters Laboratories, Inc. or another independent testing laboratory. Use surge suppression devices meeting UL#1449 standards. Use of space heaters is not allowed in the NDJC.

Elevator Call Phones - Each elevator is equipped with an alarm button and emergency call system.

Emergency Exits - Emergency exit routes are posted in each hallway, by the staircases and elevators. Please familiarize yourself with the exit routes you would need to follow in case of an emergency.

Exit Signs - Each floor of the NDJC has lighted exit signs marking the stairwells.

Fire Alarms - Each building has an audible alarm system. There are strobe lights, a voice alarm system, and sprinklers in the NDJC office space. Pull alarms are usually located near fire extinguishers in the building. Please familiarize yourself with the location of the fire alarm or emergency alarm nearest your office.

Fire Extinguishers - Fire extinguishers are located on each floor of the NDJC and in the atrium near the entrance door. Please find the one closest to your office so you'll know where to go if you need one.

Office Locks - Offices can be locked with metal keys.

Parking Call Phones - There are emergency call phones marked by blue strobe lights in the underground parking area of the NDJC as well as in the outside parking area.

Smoking - Smoking is prohibited in the NDJC.

Suspicious Persons/Activity - Any staff member who observes a suspicious person or activity in or around the NDJC during normal operating hours should immediately contact the NDJC GSP Entry Security at (404) 652-1602 to report the incident. If it is past normal hours, they are to contact Capitol Police at (404) 624-7281.

IV. EVACUATION PROCEDURES

The NDJC is equipped with audible alarms. If the building is to be evacuated, you will hear a continuous uninterrupted alarm. In the case of a fire, pull alarms are available on each floor of the building for use by tenants. Otherwise, in the event of an emergency, an alarm will be activated by the Capitol Police Services. Although emergencies may occur at any time, drills will usually be conducted only during the months of May through December. An emergency may occur because of different reasons and may result in either a complete evacuation of the NDJC or only selected areas in the building. In any case, employees who hear the alarm should follow the evacuation procedures below.

FLOOR EMERGENCY COORDINATORS have been designated to make sure that all persons on their floor are aware of an alarm or order to evacuate the floor and indeed begin exiting the building. As employees leave the floor, the Floor Emergency Coordinator should take a head count of employees. Each Emergency Coordinator should have and maintain a check list of all personnel on their floor to use for this purpose. A list for each floor is located in Appendix III. To assist the head count, the administrative assistant in each judge's office should let the Floor Emergency Coordinator know of anyone not present that day in the judge's office as she exits the floor. In the event that an evacuation occurs near the end of the work day, do not leave for home without attempting to notify your office's AA or the Floor Emergency Coordinator. Also, if you are away from the office when the building is evacuated and you are not allowed to return by public safety officials, call your immediate supervisor to determine what to do.

Persons in each office area should act as “good buddies” making sure that all persons in each area leave the building during an evacuation. If an evacuation occurs during oral argument, the Clerk in the Courtroom shall, with the help of the Bailiff escort visitors from the Courtroom and Lawyers' Lounge to the appropriate stairwells. All offices shall make sure that visitors to the court are made to exit with court personnel during any evacuation of the building.

Once Floor Emergency Coordinators reach the Evacuation Assembly Area, each will need to remain near the front of the assembly area so they can receive instructions from emergency personnel about returning to the buildings. The judges, the Fiscal Officer, IT Director, and the Clerk/Court Administrator, if present, should return to the offices in advance of the remaining employees and visitors.

FLOOR EXIT PLANS are located in appendix A. These plans are also posted near the elevators on each floor of the NDJC. Employees should familiarize themselves with the appropriate exit for their offices.

Court of Appeals Personnel Should Follow the Instructions Below in the Event of an Evacuation
--

- Walk calmly but quickly to the nearest exit.
- Do not lock doors on exiting.
- Leave stairway doors open.

- Do not use the elevators even if they appear to be running.
- If fire blocks a stairway, retreat to another exit. If possible, call security to advise them that fire blocks an exit route and its exact location.
- After exiting the building, do not stop. Walk directly to the Evacuation Assembly Area.
- Stay together with other Court of Appeals employees at the assembly site so that emergency personnel can determine that all personnel are safe and so that you will know when it is appropriate to return to your building. Physical impairments may affect an employee's ability to respond to an evacuation order. For instance, mobility may be a problem, or the employee may have a hearing or sight problem. If hearing the alarm or exiting the building might be a problem, an employee must self report their disability to the Court Emergency Coordinator. This report should be made either immediately after employment (if the impairment pre-existed employment at the Court of Appeals) or upon occurrence of any event affecting an employee's sight, hearing or mobility either permanently or temporarily. Upon notice to the Court Emergency Coordinator, the Coordinator will assign a buddy for the impaired employee. During an emergency, the buddy will make sure the impaired employee is aware of the emergency situation and assist the employee to reach the emergency assembly area.

An impaired employee's buddy or the Emergency Floor Coordinator should if available use an emergency evacuation chair to assist those unable to negotiate the stairs or walk to the assembly area. The impaired employee should be brought to the freight elevator. The employee will then be assisted by fire rescue personnel to exit the building. If the freight elevator is not working, the impaired employee should be taken to the head of the stairwell where fire rescue will assist. Emergency evacuation chairs are located near the front stairwell on each floor.

Evacuation Assembly Area

Liberty Plaza

There is no designated alternative assembly area. However, during an emergency, Capitol Police will re-route people as necessary.

V. MEDICAL EMERGENCIES & WORKERS' COMPENSATION PROCEDURES

In the case of a medical emergency which threatens the life of any employee or visitor, call the Capitol Police Services at 404-624-7281. The Capitol Police will contact the other appropriate first responders and arrange emergency transportation if needed. You may call emergency services at 911, but only after you have called Capitol Police. An employee should be transported to the nearest emergency medical facility if immediate medical care is needed. If possible, you should still try to obtain the required information for the Incident Report (see Appendix D) and provide that information as soon as possible to the Fiscal Office, The injury needs to be reported within 24 hours of the incident, and the employee may require the additional services of specialized physicians after stabilized at the emergency facility.

If you suspect that an individual may be experiencing a heart attack, call one of the first aid trained court staff.

First Aid Trained Staff, their room numbers and telephone numbers are listed on page 3 of this plan.

In case of other minor medical emergencies, the first aid trained court staff will assist until emergency medical services arrive.

If a non-life threatening injury occurs to a fellow employee on the job, a first aid trained court employee, another employee or the injured worker, if the injury is minor, should contact the Fiscal Office as soon as possible at 404657-8365 with information regarding the injury. The Fiscal Office will report the injury to the Injury Report line. If you are unable to reach someone in the Fiscal Office, the employee's supervisor should call 1-877-656-7475 to report the injury. The employee may not call in their own claim.

If medical care is needed, the Fiscal Office or the employee's supervisor calling the Injury Report Line will be given a phone number for the the Managed Care Nurse who will assist in getting the employee the proper medical care from the state medical network. The Managed Care Nurse will locate a facility or doctor where the employee will be authorized to obtain medical services which will then be compensable under worker's compensation coverage.

The Incident Report is used to provide information regarding on the job accidents. If an employee does not need medical care at the time of the accident, an Incident Report must still be made and sent to the Fiscal Office to document the accident. This will assist the office should medical care be needed as a result of the accident at a later date.

In order to report an injury, the following questions need to be answered:

- What happened?
- What was injured?
- Where did the injury happen?
- Is medical treatment needed?
- Are there any witnesses?

See the form in Appendix E which can be used to record the information needed.

The Court of Appeals Worker's Compensation Program is coordinated through a Managed Care Organization. All medical care is coordinated through the Managed Care Nurse. Only the managed Care Nurse can authorize medical care to a specific doctor or clinic in a non-emergency situation. Employees injured on the job must be treated by state approved physicians and facilities if they wish to be compensated for those services. Other than emergency treatment, all medical care must be provided through the Managed Care Organization's approved physicians and facilities.

In addition to this manual, information about the proper procedures to follow regarding work-related injuries and claims are posted on the bulletin boards in the Clerk's Office and in the Fiscal Office.

VI. FIRE EMERGENCIES

A building occupant who discovers a fire must notify the fire department and those at risk.

- Go to the closest alarm box and pull the lever to initiate the internal building alarm. Fire alarm boxes and fire extinguishers are located on each floor.
- Call the Capitol Police Services at 404-624-7281 and state the location and severity of the fire.
- Evacuate the building and report to your pre-designated Evacuation Assembly Area.

You should attempt to use a fire extinguisher on the fire only if notification measures have been completed, evacuation has been initiated, you have an unobstructed escape route, and the fire is confined to a small area and is not spreading rapidly.

To use the fire extinguisher, follow the four-step process called “**PASS.**”

Pull the pin. This unlocks the control lever; tabs may also be used.

Aim low. Point the nozzle or hose at the base of the fire.

Squeeze the lever. This starts the discharge of the fire suppression material.

Sweep from side to side until flames dissipate.

If the fire is not extinguished quickly, efforts should cease and the individual should leave the building. If the fire is extinguished, standby and watch for flare-ups until the fire department arrives.

When exiting the building because of a fire or possible fire emergency remember to touch each door before opening it to ensure that there is no fire on the opposite side.

If smoke is encountered, breathe through a handkerchief or piece of clothing. Also stay as low as possible to the floor.

If people become trapped in a room by fire, stuff a towel or other object under the sill of the closed door to limit smoke infiltration. Signal for help from a window, but don't open or break it except as a last resort since it may affect smoke infiltration.

If clothing catches fire, **STOP,**

DROP

and

ROLL.

VII. THREATS OF VIOLENCE

A. Threatening Telephone Calls

Anyone who answers the telephone may receive a threatening call. If possible, it is desirable for more than one person to listen in on the call. A calm response to the caller could result in obtaining additional information useful to emergency or police services. This is especially true if this is a bomb threat and the caller wishes to avoid injuries or deaths. If told that the building is occupied and cannot be evacuated in time, a bomber may be willing to give specific information on the bomb's location, components, or method of initiation.

A **THREAT CHECKLIST** is located in Appendix D for recording useful information during the call. It may be used for any threatening telephone call although there is a special section of the checklist relevant to questions to ask the caller should the call involve a bomb threat.

Threats to Justice/Judge SCOG/COA:

Any Justice or Judge who receives a direct or potential threat to themselves, or others should immediately report it to the Director of Protective Services, SCOG/COA. Valid threats received on a justice of the Supreme Court of Georgia, Judge of the Court of Appeals of Georgia, Judge of the Business Court of Georgia will be communicated to GSP Post 50 Command staff and Lt. Nick Jenkins, GSP Executive Protection Unit by the Director, Judicial Protective Services for the SCOG/COA. The Director will coordinate the investigation of all valid threats with the appropriate agency and coordinate increased security measures if necessary.

Threats to Staff:

Any NDJC staff member who receives a direct or potential threat to themselves, or others should immediately report it to the Director of Protective Services, SCOG/COA. The Director will notify GSP Post 50 Command staff as well as Lt. Nick Jenkins, GSP Executive Protection Unit to coordinate the appropriate investigation/protective measures to include GISAC notification/review and increased security measures.

When a Phone Threat is Received
--

- Keep the caller on the line as long as possible. Ask him/her to repeat the message.
- Document the call and phone number of caller.
- If the threat made involves a bomb, ask for location, and timing.
- Pay attention to the background noises (motors, music, other voice, etc.) and voice of the caller (e.g., accent, male/female, calm/excited, etc.)
- Have another person listen if you can do so without revealing it.
- Use the threat checklist page to record your observations.

- Report the call to Capitol Police Services, the Chief Judge and the Clerk/Court Administrator as soon as possible
- Remain available after the call in case police personnel want to interview you while the call is still fresh in your mind.

B. Threats Made In Person or Other Emotionally Charged Behavior

1. Emotionally Charged Behavior

If a person whom you feel is in a crisis state visits your office, the following suggestions may be used in dealing with this individual:

- Stay centered and calm. Do not react to outbursts or increase the level of excitement.
- Ensure personal safety. Summon supervisor or other assistance.
- Try to establish rapport.
- Listen and collect information.
- Meet any concrete needs.
- Remain patient.
- Do not try to deceive.
- Remind the person of rules or acceptable behavior.
- After the person has left, alert the security desk in the building so that the guard will be aware of what has transpired and may have an opportunity to observe that individual for future reference.

If you do not want an unwanted visitor to know you are calling police, dial the Capitol

Police Services at 404-624-7281 and state that "**the mail is ready for pick up in**

Room/Suite ____ of the _____ Building."

2. Terroristic Act, Domestic Violence or Hostage Situation

In today's world, even in the ordinary work environment, individuals may be the subject of domestic violence, a terroristic act or hostage situation.

Should one of these events occur, the following information may be helpful.

- Notify Capitol Police Services as soon as possible.
- Notify the Chief Judge and Clerk/Court Administrator, if possible.
- Employees should keep away from the trouble area.
- Evacuate the building quietly, if possible.
- If gunshots are heard, employees should lie down flat in the best protective area available.
- Lock the door if possible. Stay away from all windows.
- Do not attempt to confront or disarm anyone who is in possession of any weapon.
- Use whatever communication device that may be at hand to stay in communication with police.
- If a weapon(s) has been dropped or discarded, secure the area where it is located, but do not handle it yourself.
Wait for law enforcement to take custody of it or any other evidence.
- When police arrive, do as they advise.

3. Suspicious Packages or Mail

When a written threat is received, immediately report the threat to the Director of Judicial Protective Services, Chief Judge, the Clerk/Court Administrator, and the Police. Save all materials, including any envelope or container. Every possible effort should be made to preserve evidence, such as, fingerprints, handwriting or typewriting, paper, and postal marks.

Mail threats may not only include words, but may contain dangerous items such as a chemical or biological agent or even a bomb. Because bombs and chemical or biological agents may be delivered to the intended victims by mail or hand delivery, employees should be cognizant of ways to identify and handle suspicious letters and packages.

Chemical agents may possess extraordinary toxicity in small amounts and some odorless nerve agents can kill rapidly. Biological agents are living organisms or material derived from them that cause disease in or harm to humans, animals or crops. There typically will be no characteristic signature because biological agents are usually odorless and tasteless. The period between infection and the onset of symptoms may vary based on the microorganism.

Identification of Suspicious Mail
--

- Look at the sender's address is it a familiar one?
- Is correspondence from the sender expected?
- Are the characteristics of the envelope or package inconsistent with the expected contents?
- Does the item has any of the following additional characteristics:
 - Excessive postage (i.e., \$1.50 standard envelope etc.).

- Handwritten or poorly typed addresses (i.e., block letters).
- Incorrect titles of the addressees .
- Addressed to organization or position rather than name (i.e., Chief Finance Officer).
- Misspelling of common words.
- Oily stains, discolorations or odor.
- No return address.
- Excessive packing and packaging material
- Labeled “personal” “confidential”.
- Excessive weight, lopsided or uneven envelope.
- Protruding wires or metallic foil.
- Visual distraction, directions (i.e., It’s your lucky day or personal/confidential).
- Ticking sound.
- A city or state in the postmark that does not match the return address.

If a suspicious package is identified, for safety's sake, follow the following precautions.

Isolate the suspected item.

DON'T touch a suspicious package.

DON'T move the suspicious package or bomb away from the people; move people away from the package or bomb. Close the door to that room.

DON'T carry or move the package.

DON'T submerge the package in water due to conductivity of electric circuits and possibility of violent reactions with chemical agents.

DON'T attempt to open a suspected package by hand.

DON'T cut a string or unlatch a box or package due to the possibility of pressure release devices.

DON'T turn a package by hand due to possibility of sliding contacts, mercury or trembler switches.

DON'T lay a bottle on its side as this may cause certain hypergolic chemicals to mix causing violent reactions.

DON'T puncture or cut into a box with a metallic object.

DON'T accept identification markings on any suspected package as legitimate.

DON'T underestimate the size of a suspected package or letter. An explosive charge the size of a cigarette lighter can kill or maim.

DON'T be heroic. In many cases, the perpetrator relies on your heroic act to trigger his device.

DON'T allow radio transmissions or cell phone use in the vicinity of suspected explosives.

WASH hands with soap and water after isolating the package or mail.

C. Active Shooter Response

Emergency Numbers:

Emergency Services	9-1-1 -
Local Emergency Information Line:	(404) 656-4830
Local Police Department - Capitol Police:	(404) 624-7281
Local Fire Department:	(404) 546-7000
Local Hospital - Grady Hospital:	(404) 616-1000
Local FBI Field Office:	(770) 216-3000
Facility Security:	(404) 652-1602

Facility Address:	Nathan Deal Judicial Center 330 Capitol Avenue, S.E. Atlanta, GA 30334
Floor: Suite/Room:	Office Number:

PROFILE OF AN ACTIVE SHOOTER:

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearm(s) and there is no pattern or method to their selection of victims.

Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

Good practices for coping with an active shooter situation

- **Be aware of your environment and any possible dangers**
- **Take note of the two nearest exits in any facility you visit**
- **If you are in an office, stay there and secure the door**
- **If you are in a hallway, get into a room and secure the door**
- **As a last resort, attempt to take the active shooter down. When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her.**

CALL 911 WHEN IT IS SAFE TO DO SO!

HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

Quickly determine the most reasonable way to protect your own life. Remember that customers and clients are likely to follow the lead of employees and managers during an active shooter situation.

1. RUN

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individual from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

2. HIDE

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.

Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

If the active shooter is nearby:

- Lock the door
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e. radios, televisions)
- Hide behind large items (i.e. cabinets, desks)
- Remain quiet

If evacuation and hiding out are not possible:

- Remain calm
- Dial 911, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

3. FIGHT

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing item and improvising weapons
- Yelling
- Committing to your actions

HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

- Officers usually arrive in teams of four (4)
- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment
- Officers may be armed with rifles, shotguns, handguns
- Officers may use pepper spray or tear gas to control the situation

- Officers may shout commands, and may push individuals to the ground for their safety

How to react when law enforcement arrives:

- Remain calm, and follow officers' instructions
- Put down any item in your hands (i.e. bags, jackets)
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

Information to provide to law enforcement or 911 operator:

- Location of the active shooter
- Number of shooters, if more than one
- Physical description of shooter/s
- Number and type of weapons held by the shooter/s
- Number of potential victims at the location

The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

VIII. CIVIL DISTURBANCES

Demonstrations or large gatherings may affect the workplace or interfere with travel to and from the place of business. During such large gatherings, Police Services and the Fire Department will attempt to preserve the peace while protecting the rights of citizens to assemble peacefully and exercise free speech. What should you do?

If you are in the office when the disturbance occurs:

- Remain in the building unless instructed by emergency personnel to evacuate the building.
- Stay away from windows.
- The Court Emergency Coordinator should establish communications with Capitol Police Services and/or the GBA Emergency Coordinator so that the Court Floor Emergency Coordinators can receive and pass on directions from emergency personnel if necessary. Other individuals should not place calls to the Capitol Police Services unless in immediate danger because of the expected heavy telephone traffic.
- Inform any visitors to building of the situation.
- Keep telephone lines free as much as possible for incoming messages.
- If you are instructed to exit the building, plan to walk in groups to parking and transit facilities. Escort visitors to the court to their transportation as necessary.
- Stay calm.

If you are away from the office when the disturbance occurs:

- Stay away from the disturbance area.
- Telephone your office or the Clerk/Court Administrator to determine if parking facilities, entrance ways, or doors are blocked and for instructions.
- If you cannot locate anyone at the court, use the telephone tree (home numbers) to call your judge or other person in your office to determine what measures to take.
- Don't engage in conversation with individuals involved in the disturbance.
- If you are near the disturbance area and are on foot, walk with haste, but do not run.
- Stay calm.

IX. NATURAL DISASTER OR WEATHER EMERGENCIES

Atlanta is subject to the following types of weather emergencies: tornadoes, winter storms, hail, severe thunderstorms and flash flooding.

As a general rule, employees should not expose themselves to what they believe is unreasonable danger in order to remain at or report to their workplaces.

Weather Related Court Closings

If the Governor announces closure of State offices, you will still need to check with your supervisor to determine if the Court will close. The Chief Judge and Clerk/Court Administrator will confer to determine weather related closings. If an employee is away from the office or at home, office closings or late openings due to weather will be announced on the WSB 750 AM radio station.

Weather emergencies of particular concern are tornados which pose a very real threat to Atlanta. They have tremendous destructive power. For this reason, employees should understand the notification procedures and the actions they may need to take to protect themselves from tornados.

There are three levels of notifications issued by the National Weather Bureau:

WATCH means that conditions are favorable for the formation of severe thunderstorms, tornados, or both. Building occupants should be prepared to move to a safe area within the building.

WARNING means that a tornado has been sighted in the area and people should take shelter immediately.

ALL CLEAR indicates the threat has passed.

Local police and fire departments monitor and maintain a 7 channel Weather Alert Radio, which receives notification alerts from the National Weather Bureau (NWB). Georgia's Emergency Management Agency will also contact the police and/or fire services in the event that the NWB initiates either a Watch or Warning for the county. The following procedures will then be initiated:

The Police or Fire Department receives a notification from the NWB via Weather Radio or from GEMA (*Georgia Emergency Management Agency*) by phone. The Emergency Agency Coordinator for the Building Authority will notify the Court Emergency Coordinators by email of the situation and will repeat the message exactly as received from NWB or GEMA.

It is the responsibility of the Court Emergency Coordinator to notify the Chief Judge of these warnings for evaluation of the message, for determining the severity of the hazard and for taking the appropriate response. If it is determined by the Chief Judge to act on the warning, he/she will so direct the Court Emergency Coordinator. If the weather emergency is extremely severe and requires moving to a shelter area, the Court Emergency Coordinator will notify all employees by email and/or text of the instructions and will then contact each judge's

office and the Floor Emergency Coordinators by telephone if it is necessary.

For this purpose, the shelter area will be:
the underground parking garage

Floor Emergency Coordinators will ensure that all persons receive the safety instructions and if personnel are instructed to move to the shelter area, evacuation buddies and Floor Emergency Coordinators will assist any persons with mobility impairments to reach the shelter area.

During any tornado watch or warning, building occupants should move away from windows and external doors of the buildings. They should not attempt to leave since cars and trucks do not provide a safe refuge in a tornado.

X. EQUIPMENT OR UTILITY EMERGENCIES

A. Elevator Entrapments

Built-in safety systems are designed to detect malfunctions of the elevators. A malfunction, even a small one, may result in a shut down of the elevator which may result in trapping persons inside the elevator car until a trained mechanic can remedy the problem. Because individuals are used to the gradual stop of proper functioning elevators which is barely perceptible, the stop because of a small malfunction may feel sudden as the emergency brakes are engaged.

Each elevator is equipped with an alarm bell and call button or phone. An alarm bell rings a local bell within the building and sends an electronic signal to the GBA Video Control Center indicating the specific elevator in alarm mode. The call button establishes two-way communication with the GBA Video Control Center. The GBA operator will ask questions to assist the mechanic to expedite removal of persons from the elevator and make repairs as timely as possible. If the door is partly open and the elevator is between floors or the doors do not fully open, do not force the doors open. No one should extend any part of their body through the door opening. Entrapped persons should await an authorized mechanic or GBA representative.

Any malfunction or unexpected behavior of the elevator or its doors such as jerks, strange noises, or unusual speeds, should be immediately reported to the Tenant Coordinator who will contact the GBA Work Control Center at 404-463-HELP (4357).

B. Gas Line Leaks and Electricity, Water Interruption or Flooding

Utility failures and other similar incidents may happen at any time. For example, an undetected gas line leak may require only a spark to set off an explosion. Flooding from a broken water main may cause extensive damage to property and building fixtures. Winter storms may cause electric power failure and may result in the loss of heating. Unexpected power outages may require cessation of business activities or movement of business activities to another location until the situation is corrected.

Gas Line Leak

- Notify Capitol Police Services and GBA.
- The Court Emergency Coordinator and Floor Emergency Coordinators will see that all personnel are notified and leave the building if the Court Emergency Coordinator is instructed to evacuate the building by police or GBA.
- Shut off utilities and open the windows, if necessary.
- Do not reenter the building until officials determine it is safe to return.

Electric Power Failure

- Notify GBA Work Control Center 404-463-HELP (4357) and the Court Tenant Coordinator.
- GBA will communicate the status of the outage to the Court Tenant Coordinator.
- If power cannot be restored in a timely manner, the Court Clerk/Administrator in conjunction with the Chief Judge will notify the judges and court personnel of the situation. Jointly with the various offices, the Chief Judge and Clerk/Court Administrator will determine how to address the situation and whether it will be necessary to close certain offices or the Court.

Water Service Interruption

Total interruption of water service to the building affects the plumbing fixtures and air conditioning system so that normal business may not be possible if the condition continues for an extended period.

- Notify GBA Work Control Center 404-463-HELP (4357) and the Court Tenant Coordinator of the problem.
- GBA will communicate with the Court Tenant Coordinator as to the expected duration of the problem. If the interruption affects only a portion of the building the GBA will notify employees what area of the building to use for water and personal sanitation needs.
- If water cannot be restored in a timely manner, the Court Clerk/Administrator in conjunction with the Chief Judge will notify the judges and court personnel of the situation. Jointly with the various offices, the Chief Judge and Clerk/Court Administrator will determine how to address the situation and whether it will be necessary to close certain offices or the Court.

Flooding

Flooding can occur because of either external or internal causes and can cause substantial damage to the building, its contents and occupants.

- Leaks and broken pipes should be reported immediately to the GBA Work Control Center at 404-463-4357. After hours contact Capitol Police Services. Also notify the Court Tenant Coordinator.
- GBA will locate, fix the problem and remove the water. Wet vacuums and special fans are used to dry carpets which usually will be steam cleaned and treated with an anti-microbial agent.
- If there is any likelihood that the elevator shafts will be flooded, the elevators will be parked above floors affected by flooding and pumps will be used to dry the elevator shaft. Court personnel will be notified by GBA to use the stairs only.
- GBA will also assist the Court in moving any critical equipment and records away from the flooding area on request of the office affected.

Vital Records Damage and Recovery

XI. PROTECTION OF COURT RECORDS AND RECOVERY OF DAMAGED RECORDS AS A RESULT OF AN EMERGENCY

Management of vital records during an emergency are important to protect these critical assets and to permit either continuance of operations or rapid resumption of court business after an emergency ends. The Court will rely on the following services and procedures for the protection of its records.

- The Court Information Technology Staff (IT) is responsible for preserving the Court Docket, all electronic documents, and the necessary software applications with backups stored both on and off-site.
- Microfilm of the court's completed case files are located both in the Clerk/Court Administrator's office and at the Department of Archives in Morrow, Georgia. In addition, a duplicate copy of the microfilm is stored in the Clerk's file room.
- Although all attempts will be made to preserve court records during an emergency situation, personal safety of all judges and court personnel is primary. Pending case appeal records filed in this Court are copies sent from the trial courts. Parties or their attorneys maintain copies of the briefs and applications they file in either paper or electronic form. Therefore, the Court will rely on the trial courts and the parties to produce copies of these documents should a disaster destroy current case records. IT will ensure that it will be possible to identify from the

docket program pending cases should it ever be necessary to contact the lower trial court or parties to recreate records destroyed during an emergency.

- If necessary, the Clerk/Court Administrator, in conjunction with IT, will ascertain the pending cases and contact trial courts and attorneys to recover records and briefs previously filed with the Court, but destroyed in an emergency situation.
- The Court will rely on the services of the Department of History and Archives (DAH) to determine the best procedures to recover or preserve any damaged but salvageable paper or microfilmed records.
- IT will determine how to salvage and repair computers or obtain loan or replacement computers and determine how to restore the system through backups.
- Employee payroll records, some personnel records, and most fiscal records are preserved on electronic state systems which are managed by the Georgia Technology Authority. The Fiscal Office will look to this agency to provide security for these records. Portions of personnel records are maintained by the Fiscal Office in paper form. The Fiscal Office will store paper records in the space available as will best serve to preserve these records in the event of an emergency.

XII. RECOVERY TEAM FOLLOWING SERIOUS EMERGENCY SITUATION

Should there be a serious disaster, the Chief Judge, Vice Chief Judge, Presiding Judges, Clerk/Court Administrator, Fiscal Director, and IT Director will constitute the Recovery Team which will determine and implement the steps needed for recovery of operations of the Court.

In all instances when the Court is required to be closed as a result of an emergency situation or building problem, the Clerk/Court administrator in conjunction with the Chief Judge will determine how to notify the public of the Court's closing or other location where business can be conducted.

The Clerk/Court Administrator in conjunction with the judges will determine necessary announcements to the media and maintain any necessary contact with the media. All requests for information by the media during an emergency should be directed to the GBA Emergency Command Post or to the Clerk/Court Administrator.

In the event of a disaster, closing or destroying the NDJC, the Clerk/Court Administrator will consult with GBA as to temporary offices or a new location for the Court.

APPENDIX A

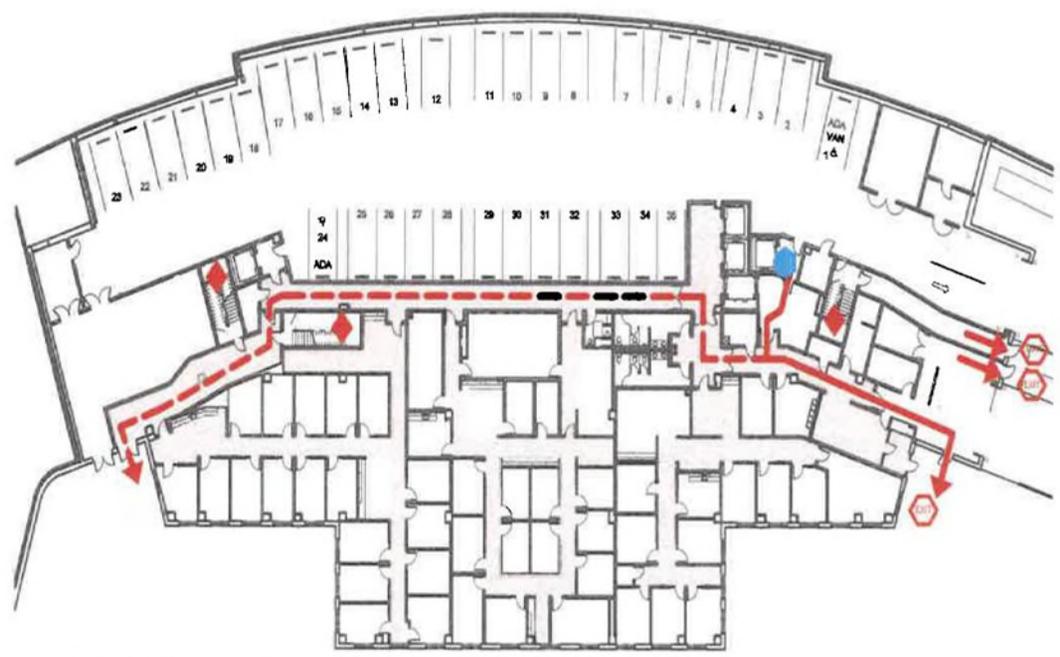
BUILDING EVACUATION PLANS



LEGEND LOWER LEVEL

- PRESENT LOCATION 
- EXITS EVACUATION 
- ROUTES SECONDARY 
- ROUTES 

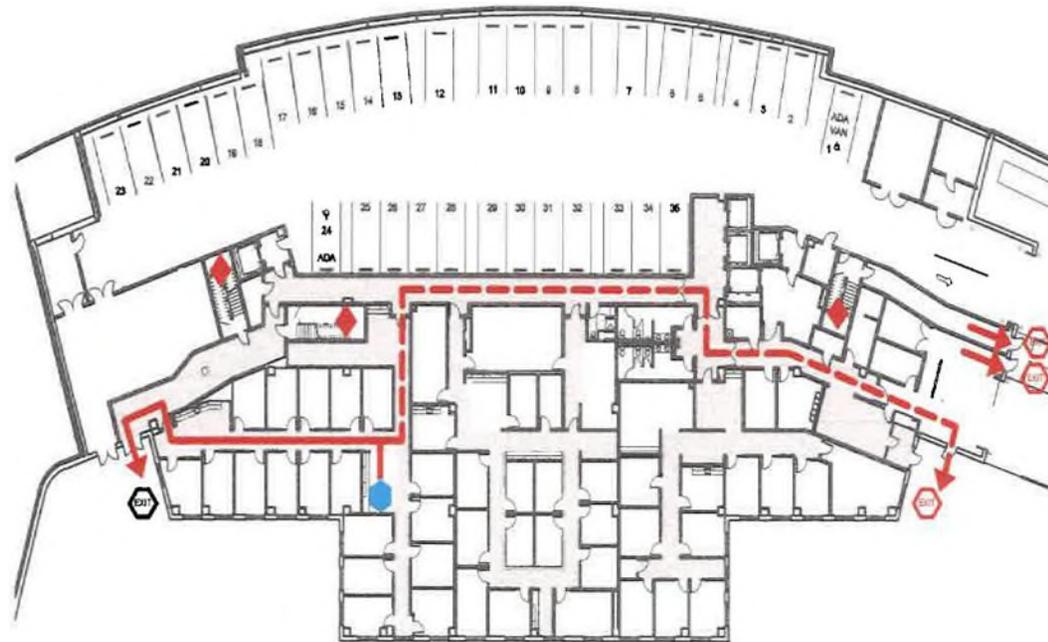
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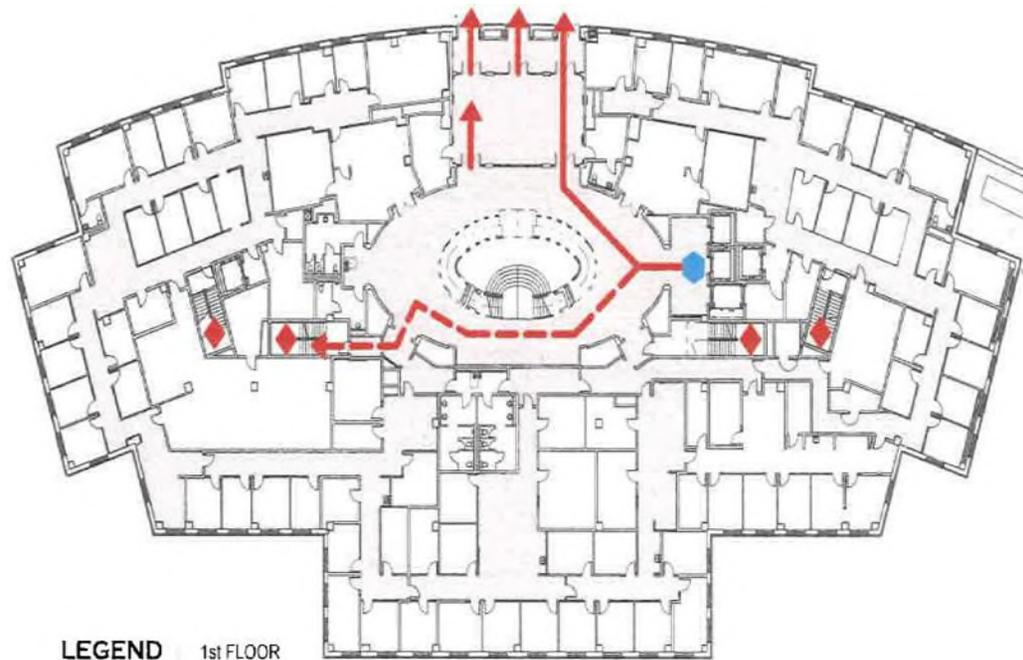
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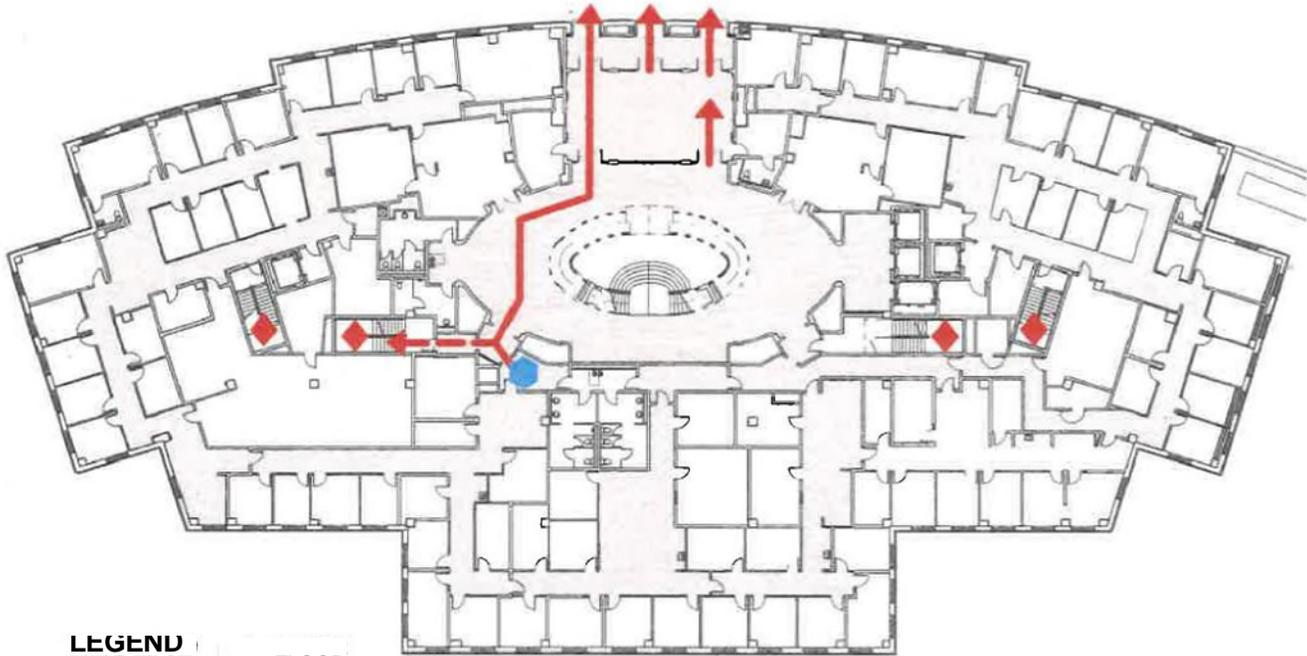
LOCATION OF STAIR



LEGEND 1st FLOOR

- PRESENT LOCATION to
- EXITS EVACUATION
- ROUTES SECONDARY
- ROUTES

LOCATION OF STAIR



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1st FLOOR

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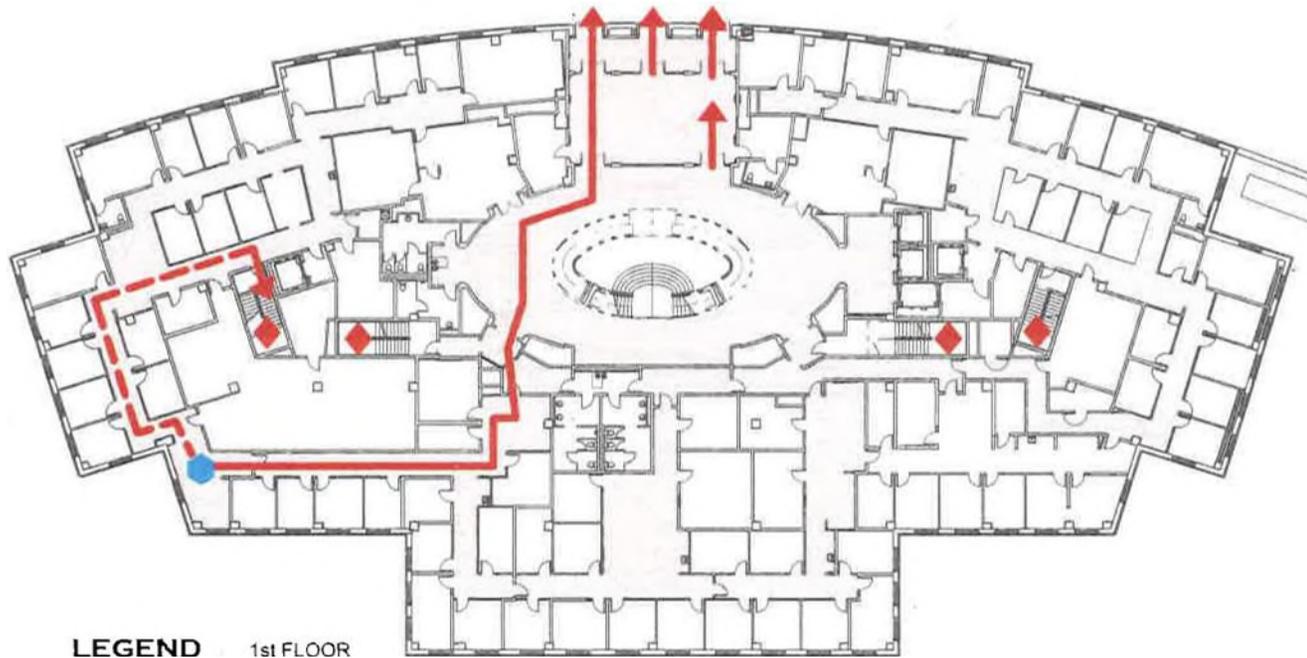
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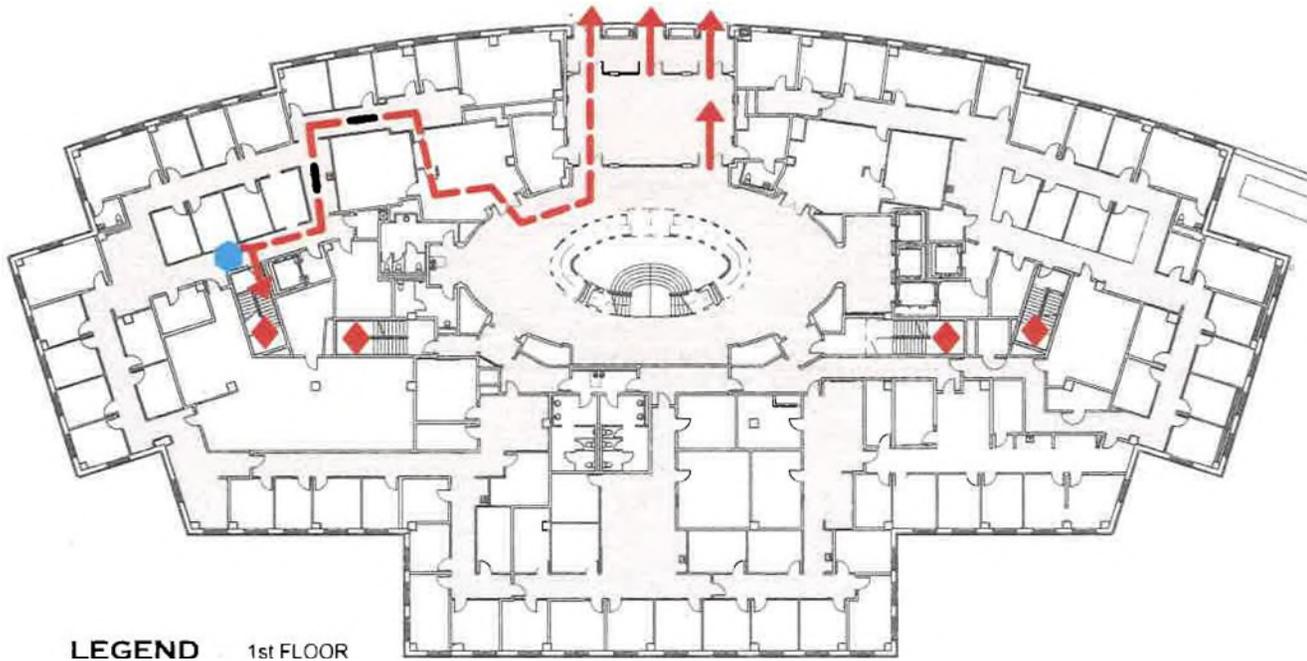
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LOCATION OF STAIR

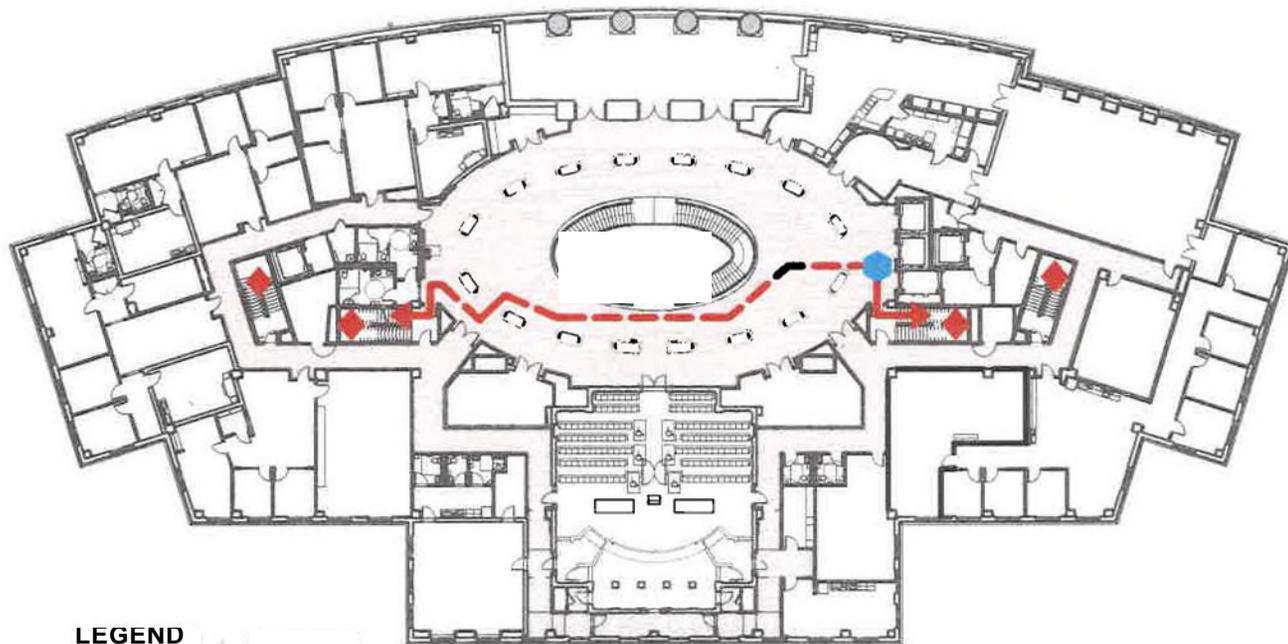




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- PRESENT LOCATION **S**
- EXITS EVACUATION
- ROUTES SECONDARY 
- ROUTES 

LOCATION OF STAIR 



LEGEND

- PRESENT LOCATION
- EXITS EVACUATION
- ROUTES SECONDARY
- ROUTES

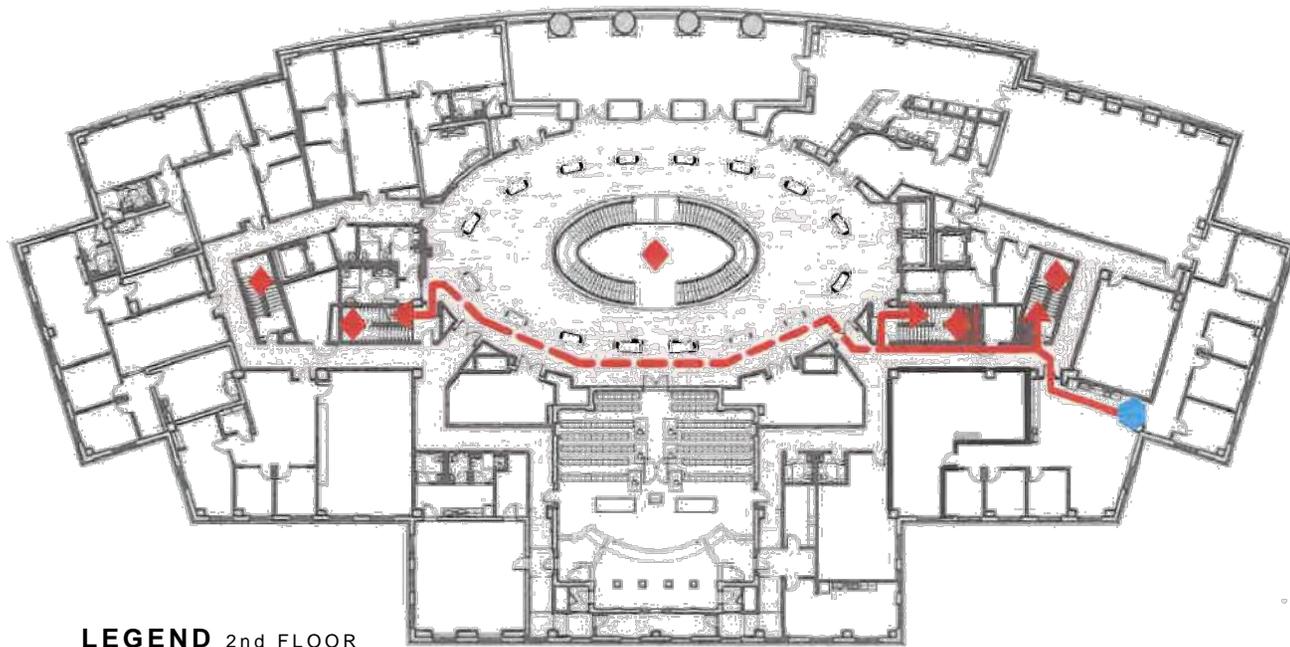
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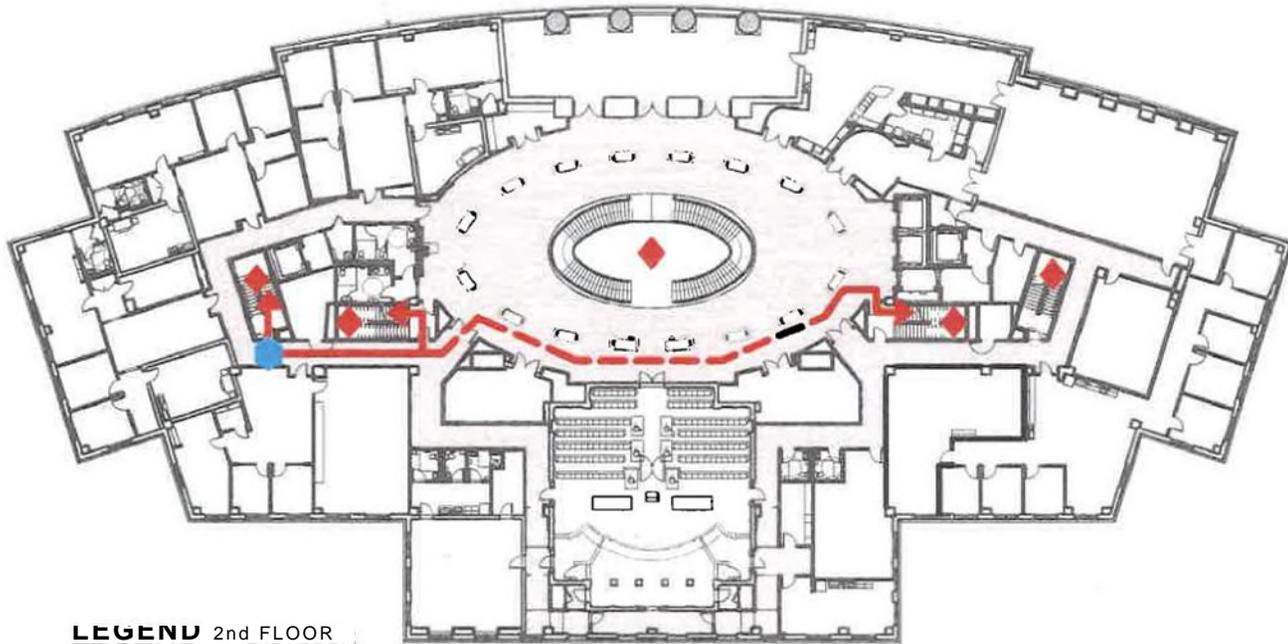
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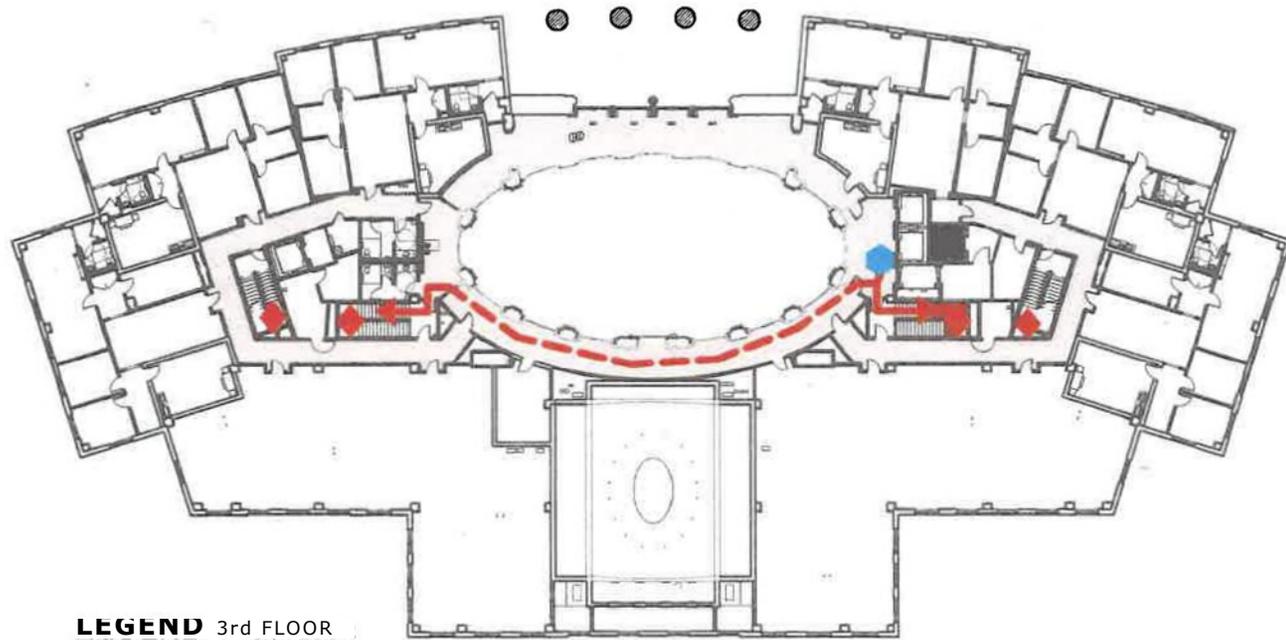
LOCATION OF STAIR



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- PRESENT LOCATION 
- EXITS EVACUATION 
- ROUTES SECONDARY 
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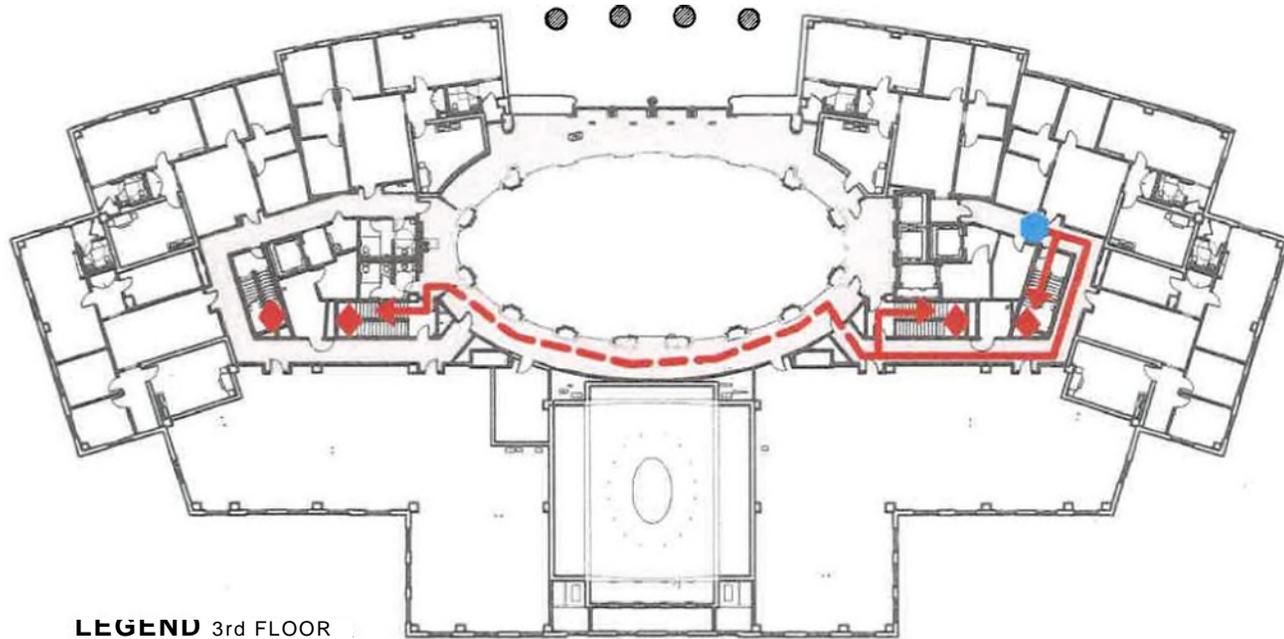
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- EXITS EVACUATION 
- ROUTES SECONDARY 
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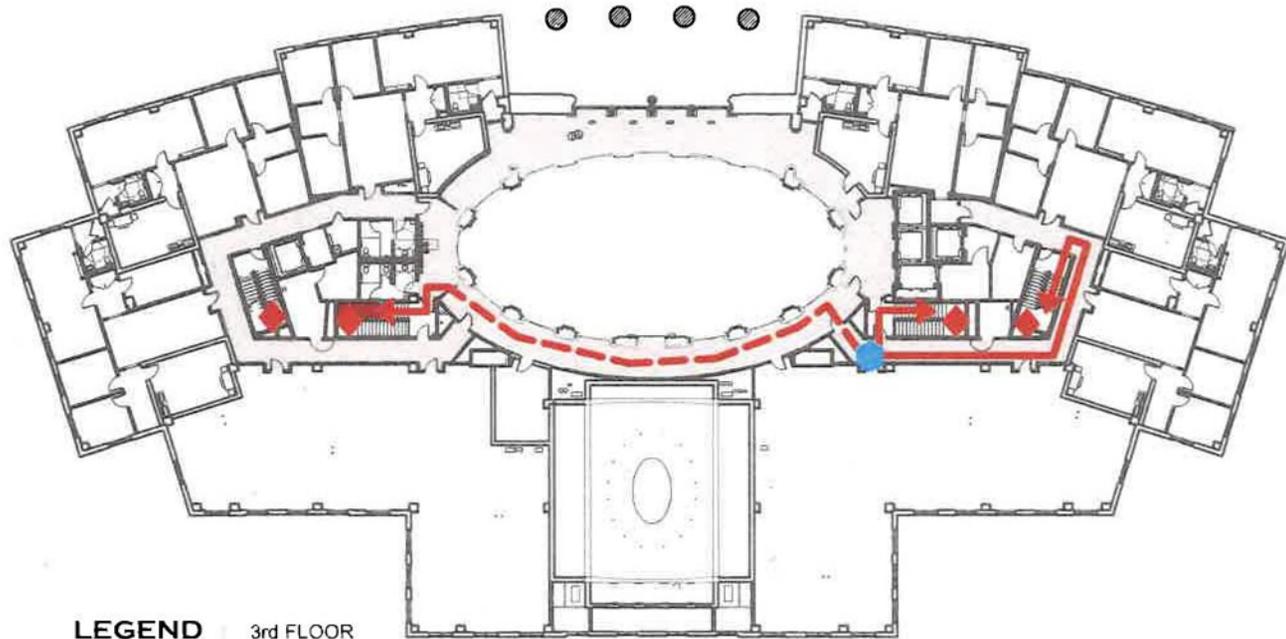
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LOCATION OF STAIR



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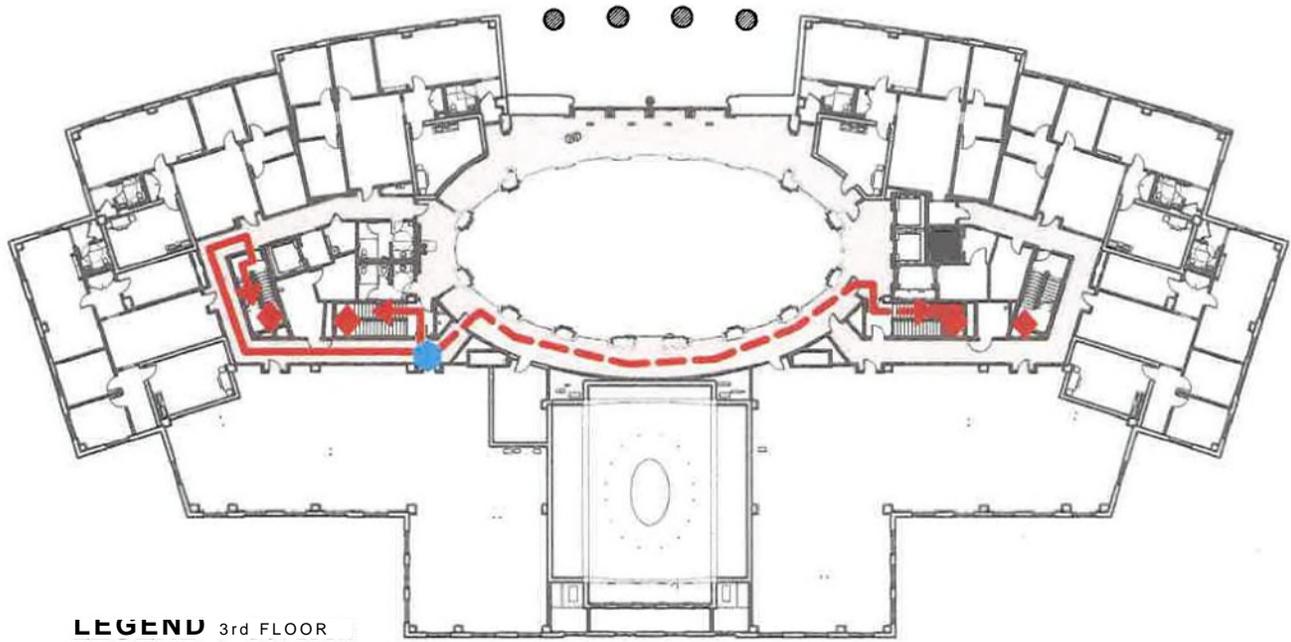
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- ROUTES



LOCATION OF STAIR

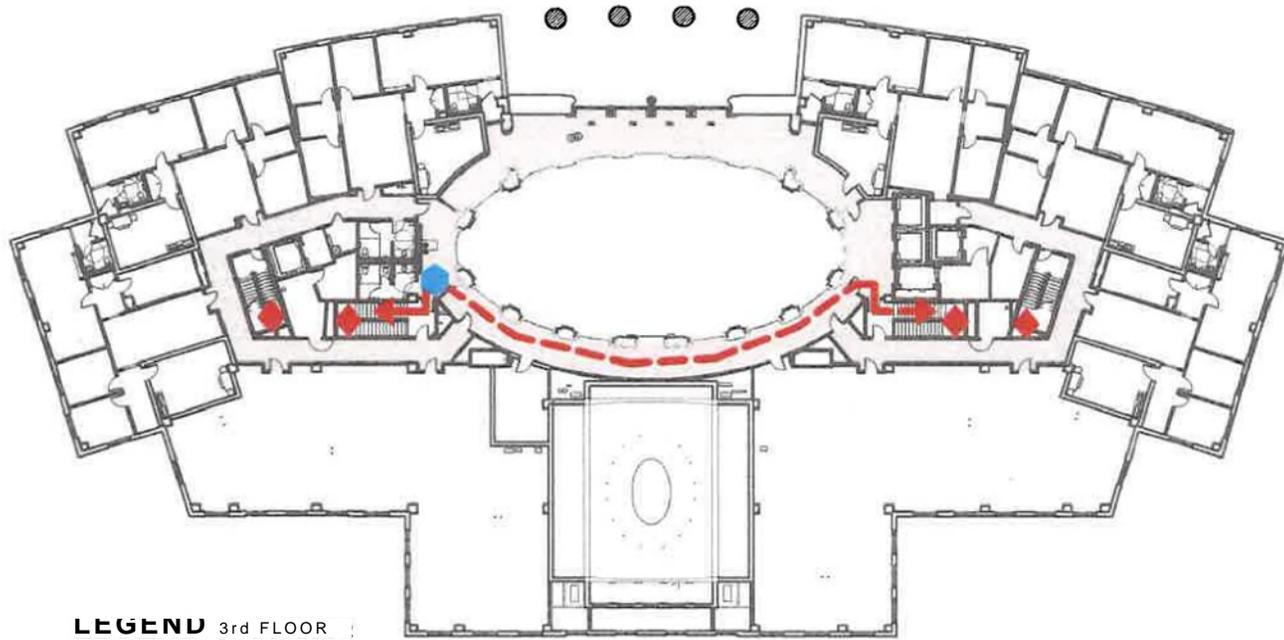




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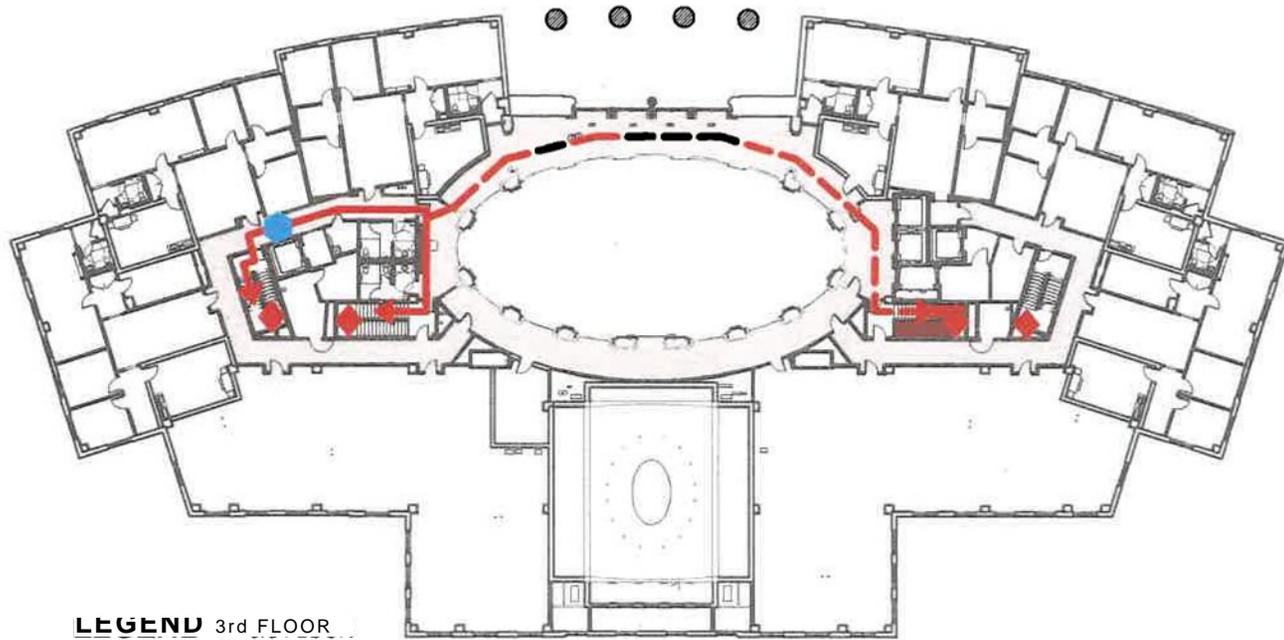
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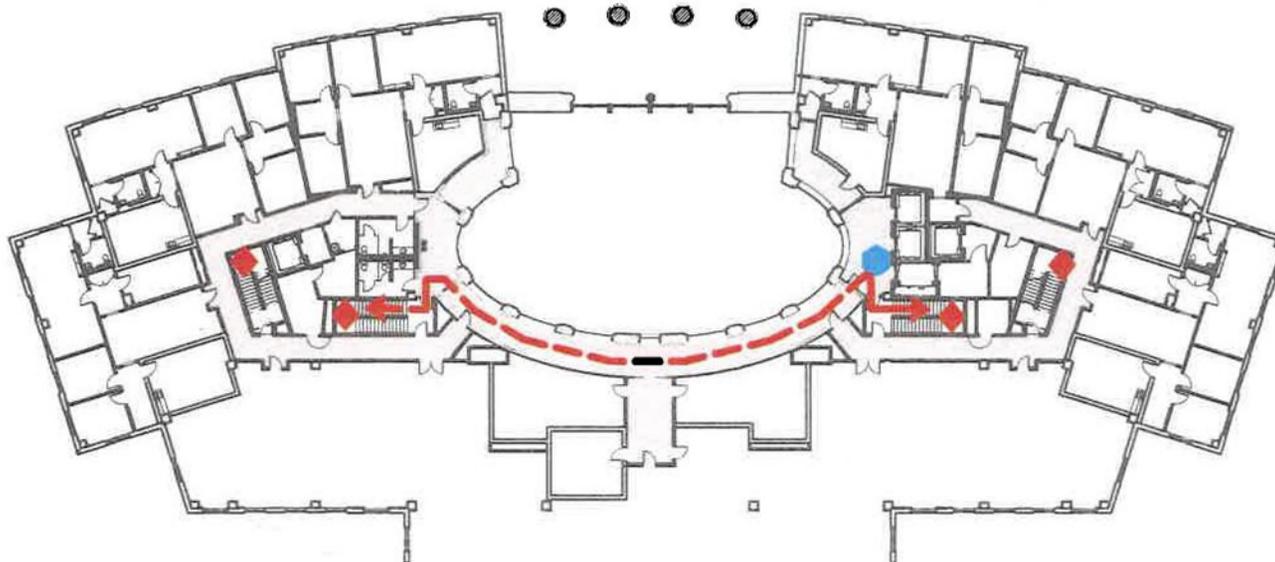
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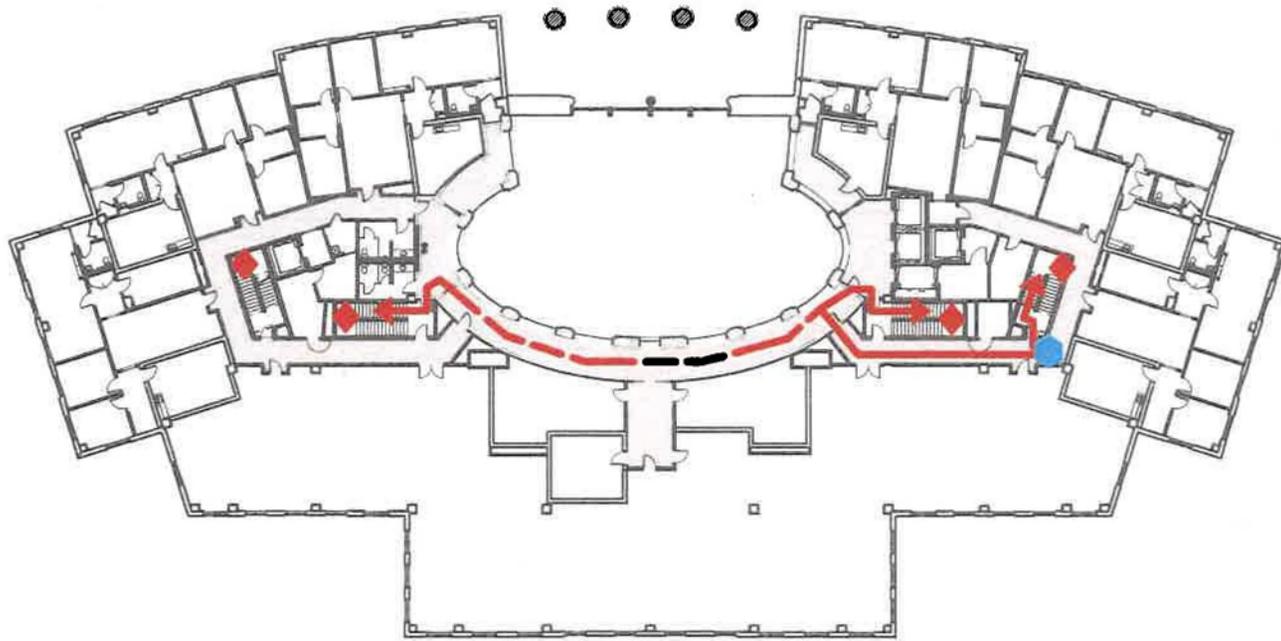
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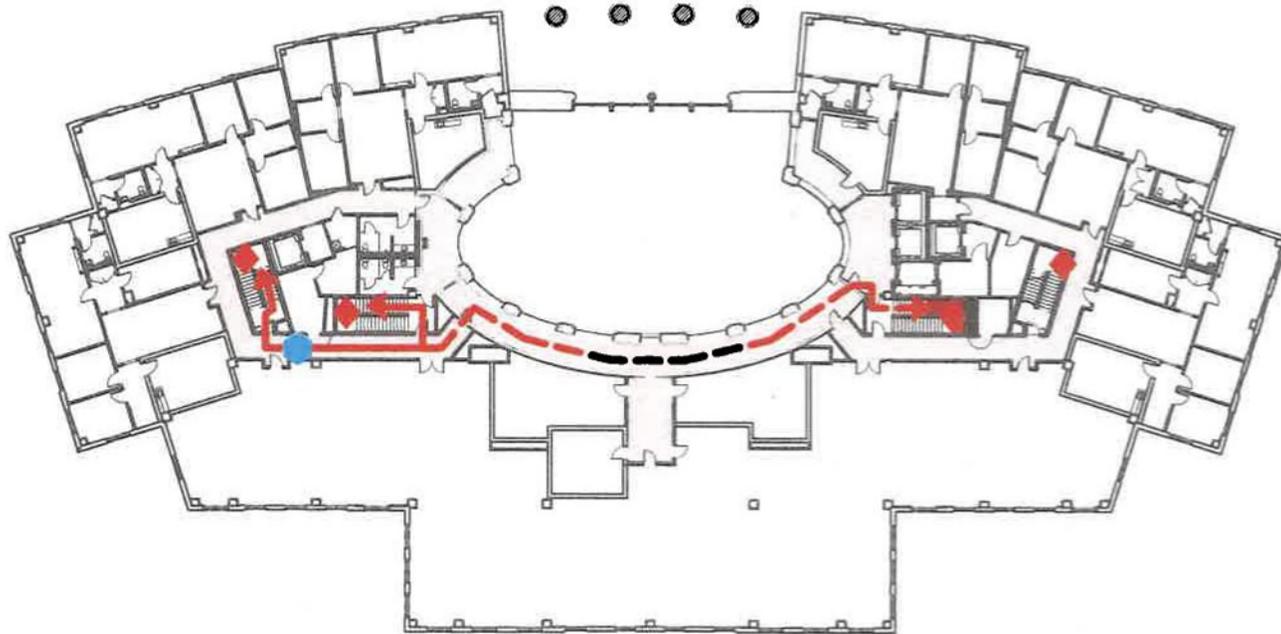




LEGEND 4th FLOOR

- PRESENT LOCATION 
- EXITS EVACUATION ROUTES 
- ROUTES SECONDARY 
- ROUTES 

LOCATION OF STAIR 



LEGEND 4th FLOOR

- PRESENT LOCATION to
- EXITS EVACUATION
- ROUTES SECONDARY →
- ROUTES - - - →

LOCATION OF STAIR

APPENDIX B

SPACE HEATER REQUIREMENTS

Space heaters may not be used in the Nathan Deal Judicial Center.

APPENDIX C

EVACUATION PLAN CHECKLIST

Employees will be warned to evacuate the building using the following system:	GBA/CAPITOL POLICE ALERT SYSTEM OR COURT TEXT ALERT SYSTEM
Employees should assemble at the following location for accounting by evacuation team	NDJC - at the intersection of Memorial and Fraser Street (large empty grassy field)
Person will bring the employee roster and visitor log to the evacuation assembly area to account for all evacuees. The evacuation team leader will be informed if anyone is missing	Christina Smith

EVACUATION TEAM	NAME/LOCATION
EVACUATION TEAM LEADER	Christina Smith, Clerk/Court Administrator
FLOOR EMERGENCY COORDINATORS	LL - Amy Doyle, Lorre Gaudiosi, 1st FL- 2nd FL- 3rd FL- 4th FL -
SEARCHERS	Same as Floor Emergency Coordinators
STAIRWELL & ELEVATOR MONITORS	Same as Floor Emergency Coordinators
AIDES FOR PERSONS WITH DISABILITIES	Same as Floor Emergency Coordinators
ASSEMBLY AREA MONITOR	Christina Smith

APPENDIX D

THREAT CHECKLISTS

Phone Threat Checklist

1. Date of Call _____ 2. Time of Call _____

3. Exact Words of Caller: _____

Ask **the Caller:** (ask these questions in the following order)

4. Who are you talking about? _____

5. Why are you making these comments? _____

6. Is there any other way to help you? _____

7. What is your name and telephone number? _____

3. Are you really threatening someone? _____

Note the Following:

9. ___ **Male** ___ Female 10. Estimated Age: ___ 11, Accent? Yes No

12, Speech Pattern:

___ Slow ___ Excited ___ Disguised ___ Broken ___ Normal

___ Rapid ___ Loud ___ **Slurred** ___ Sincere

13. Background Noises: _____

14, Additional Comments: _____

15. Name of Person Receiving Call: _____
Office: _____ Phone: _____

Bomb Threat Checklist

Exact time of call: _____

Exact words of caller: _____

Questions to Ask:

1. When is the bomb going to explode? _____
2. Where is the bomb? _____
3. What does it look like? _____
4. What kind of bomb is it? _____
5. What will cause it to explode? _____
6. Did you place the bomb? _____
7. Why? _____
8. Where are you calling from? _____
9. What is your address? _____
0. What is your name? _____

Caller's Voice - please circle

Calm	Disguised	Nasal	Angry	Broken
Stutter	Slow	Sincere	Lisp	Rapid
Giggling	Deep	Crying	Squeaky	Excited
Stressed	Accent	Loud	Slurred	Normal

If voice is familiar, whom did it sound like? _____

Were there any background noises? _____

Remarks: _____

Person receiving call: _____

Telephone number call received at: _____

APPENDIX E

REPORTING INJURIES ON THE JOB

**COURT OF APPEALS OF GEORGIA
INCIDENT NOTICE ONLY**

Instructions: For occupational injuries requiring medical attention or lost work days, call the Telephonic Reporting Center at 1-877-656-RISK (7475) as soon as possible within 24 hours of knowledge of injury. Complete this form for the agency's record for all other injuries.

Date incident reported by employee _____

Name of injured employee _____ Office phone # _____

Job Title: _____

Social Security # _____

Date of incident _____ Time of incident _____

Description of incident (how, where, why?) _____

Type of injury (cut, scrape, burn, etc.) _____ Place of occurrence (provide address if possible) _____

Witness/es (Name/s and telephone #) _____

Was First Aid administered at time of incident? Yes _____ No _____ What type? _____

Supervisor's name _____ Telephone # _____

Person completing report _____ Telephone # _____

Date Report completed _____

This form does not replace the WC-1, Employer's First Report of Injury.
FOR INTERNAL USE - PERSONNEL RECORDS ONLY

ACCIDENT WITNESS STATEMENT

_____ (To be completed by accident witness)

Injured employee's name _____
Last First Middle

Name of witness: _____ Ph# _____
Last First Middle

Job title of witness: _____ How long employed here? _____

Home address of witness: _____

City: _____ State: _____ Zip Code: _____

Location of accident: _____
Address/Name of building Area (bathroom, etc.)

Date of accident: _____ Time of accident: _____

Describe fully how accident occurred: (including events that occurred immediately before the accident):

Describe bodily injury sustained (be specific about body part(s) affected):

Recommendation on how to prevent this accident from recurring: _____

Name of Witness Supervisor: : _____ Ph# _____
Last First

Signature of Witness: : _____ Date _____

State of Georgia
Department of Administrative Services – Risk Management Services
200 Piedmont Avenue S.E., Suite 1208, West Tower
Atlanta, Georgia 30334-9010

APPENDIX F

**ACKNOWLEDGMENT OF EMERGENCY
RESPONSE PLAN**

I hereby acknowledge that I have read the Emergency Response Plan and have understood the contents.

Signature of Employee

Date: _____

PRINTED OR TYPED NAME: _____

