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# EMERGENCY ACTION PLAN



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## **PURPOSE OF THE EMERGENCY ACTION PLAN**

This Emergency Action Plan (EAP) is a way for The Rhythm & Rally Sports & Events to prepare and plan for a variety of emergency situations.

The purpose of the emergency plan is to provide guidance for addressing emergencies which may occur at the facility.

## **FACILITY DESCRIPTION**

Facility Name: Rhythm & Rally Sports & Events

Facility Address: 3661 Will Eisenhower Parkway, Macon, GA 31206 Phone Number: 478-200-0178

## **EMERGENCY PHONE NUMBERS**

Bibb County Fire Station 8: 478-751-9180 Bibb County Sheriff's Department: 478-751-7500

## **UTILITY PHONE NUMBERS**

Georgia Power

Account Number: 1270680022

Meter Number 3516962

Phone Number: 1-888-706-1571

Cox Communications

Account Number:

Phone Number: 1-888-876-3882

## **TRAINING**

It is the supervisor's responsibility to familiarize their team members with this EAP.

The Rhythm & Rally managers should advise each team member of his/her responsibilities and conduct training in accordance with the requirements for their level of involvement.

## **EAP Location and Access**

A copy of this EAP shall be available to all team members through their supervisor.

A printed - hard copy of the building's EAP shall be kept at the R&R Guest Services Desk.

## **ROLES & RESPONSIBILITIES**

The General Manager (GM) is the initial person in charge of the site until relieved by first responders. The Facilities Manager is second in command and responsible for:

Planning and executing evacuation drills and shelter in place training events

Conducting monthly reviews of the EAP plan and provide updates if necessary

Ensure all contact information, emergency evacuation maps, team member rosters, and building inspections are up to date.

## **RESCUE & MEDICAL ASSISTANCE**

Team members may provide medical assistance to others in accordance with their training until first responders arrive.

## **DRILLS**

The facility performs at least one emergency exercise (drill) each calendar year that meets the following requirements:

The evacuation drill will include all team members, contractors, and visitors. An assessment of the emergency plan

The General Manager and/or Facilities Manager is responsible for ensuring that emergency exercises or drills are carried out as recommended, and that performance or effectiveness is documented.

## **EVACUATION ROUTES**

Evacuation route maps have been posted in each work area. The following information is marked on evacuation maps:

- Emergency exits
- Primary and secondary evacuation routes
- Locations of fire extinguishers
- Fire Alarm pull stations
- Designated assembly area

## EVACUATION FLOOR MAPS

Use the emergency exits and proceed to the designated evacuation assembly area. The area is downstairs in the main mall building.

### Facility Map



**EVACUATION ASSEMBLY AREA**

**Macon Mall Lower Level**

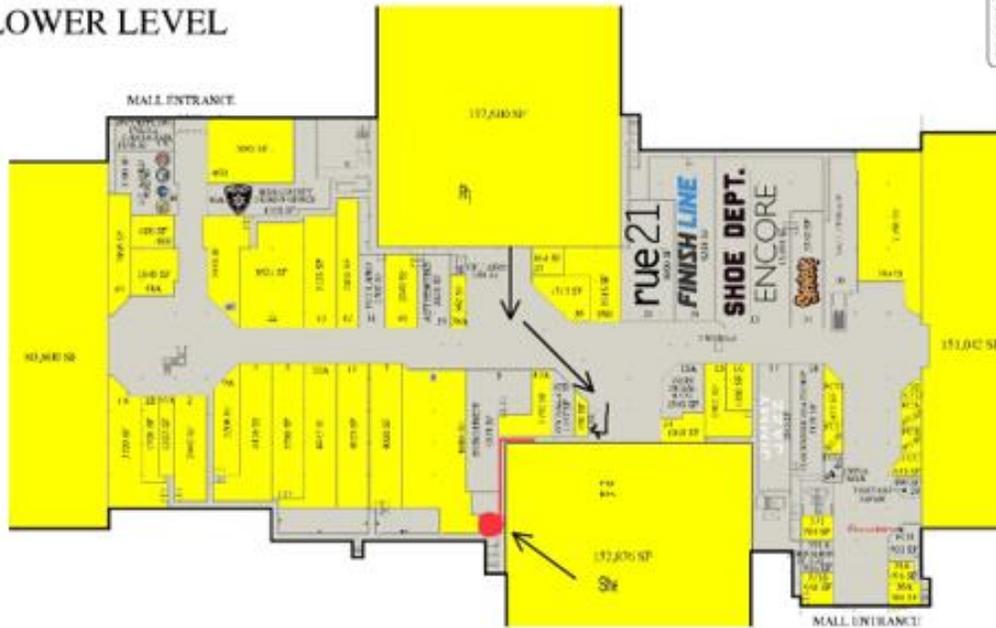


FOR LEASING INFORMATION  
CALL: 706.434.1700

**MACON MALL**  
Macon, Georgia

MAJOR BAY	111,000 SF
AVAILABLE	112,450 SF
APPROX. AREA	88,800 SF
RENT BAY/CO-LEASING	48,400 SF
AVAILABLE	111,800 SF
EST. FINISHED	28,500 SF
EST. FINISHED (BAY)	23,000 SF
EST. FINISHED (BAY)	11,500 SF
EST. FINISHED (BAY)	23,000 SF
EST. FINISHED (BAY)	23,000 SF

**LOWER LEVEL**



"LANDLORD RESERVES THE RIGHT TO CHANGE THE CONFIGURATION OF THE STORES TO INCLUDE CHANGING BAYS SHOWN AS STORAGE, MALL OFFICES, SECURITY, "DEMO," COMMUNITY ROOM, ETC. AND SHEETROOKED BAYS COVERED WITH TV'S AND/OR HISTORICAL PHOTOGRAPHS TO LEASED BAYS AND REPLACE LEASED BAYS WITH OFFICES FOR SECURITY, COMMUNITY ROOM, MALL OFFICES, "DEMO" AND STORAGE, ETC. AND SHEETROOKED BAYS COVERED WITH TV'S AND/OR HISTORICAL PHOTOGRAPHS. (THE SHEETROOKED BAYS COVERED WITH TV'S AND/OR HISTORICAL PHOTOGRAPHS SHALL NOT BE INCLUDED IN THE CO-TENANCY CALCULATION OR THE CTI CALCULATION.)"

04.11.2022

## LOCATIONS OF FIRE ALARMS & FIRE EXTINGUISHERS

Fire alarms and extinguishers are located throughout the building and clearly marked with signs.

### Locations of **Fire Alarms**

~~Uptairs~~ Entrance near the front door  
Next to Court 1  
Next to Court 6  
Behind Court 12 Next  
to Court 14 Behind  
Court 15  
Outside Conference Room Next  
to Court 17  
Behind Court 18  
Behind Court 21  
Next to Court 25  
Behind Court 28  
Behind Court 31

### Locations of **Fire Extinguishers**

Next to Court 1  
Behind Court 6  
Between Courts 8 and 14  
Behind Court 11  
Behind Court 16  
Between Courts 19 and 25  
Behind Court 21  
Between Courts 24 and 30 Next  
to Court 27  
Behind Court 32

### Location of **Automated External Defibrillators**

Next to Courts 1, 15, 21, Downstairs Stairwell

## REPORTING EMERGENCIES

If an emergency develops at the facility, the General Manager should be notified immediately. If the General Manager cannot be reached, the Facilities Manager should be contacted.

The Rhythm & Rally means of reporting emergencies are: Dial 9-1-1 from the receptionist desk or from any cell phone.

### **When reporting an emergency, calmly state:**

1. Your name
2. Provide the address of the emergency
3. Telephone Number to reach you if needed
4. Nature and size of the emergency

Rhythm & Rally Business Line: 478-200-0178

Rhythm & Rally Address: 3661 Eisenhower Parkway, Macon, GA 31206

## EVACUATION PROCEDURES

Evacuate to a safe location (Designated Assembly Area) downstairs in the main mall during an emergency. Be aware of all exits in the building, keep calm, walk quickly to the nearest marked exit.

### **Call the police for help**

If it is safe, take cell phones, keys, wallets/purses  
If it is safe, close office doors

If it is safe, assist others out of the building

Direct building occupants to evacuate immediately and meet at the designated evacuation assembly area

All team members shall also proceed to the Designated Evacuation Area  
**DO NOT RE-ENTER** the building until cleared by first responders

The facility manager is responsible for ensuring that team members know the evacuation routes from their work site location. After the building is evacuated and team members have gathered at the Emergency Assembly Area roll should be taken.

## **EVACUATION**

There are different types of evacuations utilized depending upon the circumstances of the incident. This EAP provides direction to team members on how to respond and where to evacuate during emergencies.

The designated evacuation assembly area for Rhythm & Rally is in the downstairs main mall.

## **EMERGENCY TYPES**

Medical Emergency  
Fire Procedures  
Active Shooter  
Severe Weather  
Extended Power  
Loss  
Shelter-In-Place C Lock Down

Call medical emergency number 9-1-1 Provide the following information:

- Nature of medical emergency
- Location of the emergency: 3661 Eisenhower Parkway, Macon, GA 31206
- State your name and the phone number from which you are calling

**Do not move the victim** unless absolutely necessary.

If trained CPR and First Aid personnel are nearby call them to provide required assistance prior to the arrival of medical help.

If personnel trained in First Aid are not available, attempt to provide the following assistance:  
Stop the bleeding with firm pressure on the wounds. (Remember to avoid contact with blood or other bodily fluids)  
Clear the air passages using the Heimlich Maneuver in case of choking.

## **FIRE RESPONSE PROCEDURES**

### **In case of a small fire:**

Pull the fire alarm and call 9-1-1 from the front desk phone or from a cell phone Alert people to begin evacuation  
Keep an exit available behind you and bring the extinguisher within ten feet of the fire

**To use a fire extinguisher, use the acronym PASS:**

**P** Pull the pin

**A** Aim at the base of the fire

**S** Squeeze the Handle

**S** Sweep side to side, at the base of the fire until the fire is out or the extinguisher is empty

**In case of a large fire:**

Pull the fire alarm and call 9-1-1 from the front desk phone or from a cell phone Alert people to begin evacuation

If it is safe to do so, close doors to confine the fire

Evacuate the building and move to the Designated Evacuation Assembly Area

Ensure all occupants are accounted for using the team member head count form and the daily guest check-in list.

Everyone must go to the designated evacuation assembly area and wait to be cleared by First Responders before leaving the site.

**ACTIVESHOOTER**

**RUN: Run, when there is an active threat**

**HIDE:** Hide, if escape is not possible

**FIGHT:** Fight, only as a last resort and if your life is in danger

**SEVERE WEATHER**

**TORNADO**

When a warning is issued by sirens or other means, seek shelter. Consider the following: Small interior rooms on the lowest floor and without windows

Hallways on the lowest floor away from doors and windows

Rooms constructed with reinforced concrete, brick, or block with no windows

Stay away from outside walls and windows

Remain sheltered until the tornado threat is over\

**FLOOD**

**If indoors:**

Be ready to evacuate as directed by the General Manager / Facilities Manager or designated official. Follow the recommended primary and secondary evacuation routes.

**If outdoors:**

Climb to high ground and stay there

Avoid walking or driving through flood water

## **HURRICANE**

The nature of a hurricane provides for more warning than other natural and weather disasters. A hurricane watch is issued when a hurricane becomes a threat to a coastal area.

### **Once a hurricane watch has been issued:**

- Stay calm and await instructions from the designated official  
Continue to monitor local TV and radio stations for instructions
- Move out of low-lying areas or from the coast, at the request of officials
- If you are on high ground, stay away from the coast, secure the building, move all loose items indoors
- Collect drinking water

### **Once a hurricane warning has been issued:**

- Be ready to evacuate
- Leave areas that might be affected by storm tide or stream flooding

### **During a hurricane remain indoors and consider the following:**

- Small interior rooms on the lowest floor without windows  
Hallways on the lowest floor away from doors and windows
- Rooms constructed with reinforced concrete, brick, or block with no windows

## **EARTHQUAKE**

In the event of an earthquake: Drop, Cover, and Hold on  
Get under a desk or table. If none are available, move against an interior wall and cover your head with your arms. Remain under cover until the movement subsides. Stay away from large windows and shelving. If it is safe to do so, evacuate the building and proceed to the Designated Evacuation Assembly Area

## **EXTENDED POWER LOSS**

In the event of extended power loss to the facility certain precautionary measures should be taken:  
Turn off unnecessary electrical equipment and appliances

In freezing temperatures drain the following lines in the event of a long-term power loss: Fire sprinkler system  
Standpipes  
Toilets

\*Equipment that contains fluids that may freeze should be moved to heated areas, drained of liquids, or provided with a heat source.

## **SHELTER-IN-PLACE & LOCK DOWN PROCEDURES**

A Shelter In Place notification may be issued when the police or another designated official determines that there is a potential threat in the area. When notified to Shelter-In-Place, initiate action immediately.

Rhythm & Rally Team members and guests should secure in place and take the following actions:

Remain calm

Find an interior room and lock or barricade the doors  
Minimize vulnerability, turn off lights, and silence phones  
Move away from doors and windows  
Do not leave until an all-clear message is received Call  
9-1-1 immediately

A team member's first priority is to find a safe space to go. Going to a workspace to retrieve personal items is highly discouraged.

Team members should stay inside and behind a locked door until given direction by first responders to do otherwise.

Should the location no longer be safe, team members should try to relocate to a safer location. Once evacuated from the building, account for all staff and guests.

## **ACCOUNTING FOR BUILDING OCCUPANTS**

Supervisors need to maintain an accurate and current list of team members within their department. A list should be created of all team members to assist during evacuations and other emergencies. A guest list should also be created from Court Reserve based on the daily check-in report.

### **This document should include:**

Present/Accounted for box, which shall be marked when:

- The person is present for the head count
- The person is definitely known as not being in the affected area

The missing/unaccounted for box shall be marked when:

- The person is not present for the head count
- The whereabouts of the person are unknown
- The person is/was known to be in the affected area prior to the evacuation

**Team Members Head Count Form (example)**

Team members Names	Present / Accounted For	Missing	Notes
Brandon Smith	X		
James Brown	X		Working from home
Sean Price		X	Brandon stated that Sean was at the front desk prior to the emergency

