

# Data Center Preparedness



## Data Center Rules

All work must follow the site rules and standard design criteria provided by QTS, which will be reviewed and approved by appropriate staff. Before work is approved or commences, written work descriptions, method of procedures, statements of work, specifications, drawings and submittals are required for review and approval. Emergency work may be scheduled on a case-by-case basis, subject to the rules set forth in this document.

- Anyone found tampering with or working on any building operations system **WITHOUT AUTHORIZATION** will be immediately removed from the data center.
- Any work involving odor-causing chemicals **MUST** be pre-approved and scheduled **AFTER HOURS**. Combustibles or volatile organic compounds ("VOCs") are prohibited from use.
- Any complaint of noise or odor will constitute a basis to stop the project immediately, for project review.
- All doors shall be kept closed at all times.
- Only radios used for communication are allowed.
- Sawing, grinding, welding, torch-cutting, hammering, drilling, or similar coring and/or concrete-penetration activities are not permitted without QTS approval.
- Emergency work will be scheduled on a case-by-case basis and applicable permitting approved at the site.
- Parking is permitted in designated areas only.
- No **FOOD** or **DRINKS** are permitted inside data halls. These are to be confined to café and common areas.
- No scooters, skateboards, or recreational transport items of any kind are permitted within the data center.

## Emergency Evacuation and Shelter in Place

If the emergency horns and strobes activate, **YOU MUST EVACUATE** the data center immediately. Do not attempt to gather your belongings. If you are on the data center floor, find the closest emergency exit door and evacuate the building. If you are in an office area, find the closest stairwell and evacuate the building. Everyone must evacuate to the designated **MUSTER POINT** for your current location. Please follow site badge exit procedures or advise data center staff if you plan to leave the data center so QTS may confirm you have evacuated the building in the event of an emergency.

In the event of a weather emergency or civil unrest, you will be instructed to shelter in place. **DO NOT LEAVE** the data center. Listen for instructions and directions to move to an interior location in the building.

## Evacuation Planning Best Practices:

- Determine in advance the safest exit pathway from your work area or data hall.
- Plan a route to reach that exit if an evacuation is necessary.
- Establish an alternate route if your first route is blocked or unsafe to use.
- Determine in advance the location of all External Muster Points for the building.
- Determine in advance the location of all Internal Shelter-In-Place Locations.
- Familiarize yourself with the emergency system and signals that will be provided at the facility.
- Actively participate in all Facility Fire and Evacuation Drills.
- Take building evacuations seriously.

## Health and Safety

- Subject to the terms of QTS' master agreement or lease with our customers, QTS reserves the right to inspect space licensed and/or leased by customer for compliance.
- Work spaces and the data center floor are to be maintained clean, free of chemicals, cardboard and the floors clear of obstructions.
- Public areas including corridors, freight elevators and loading dock must remain clean at all times.
- Electrical rooms, mechanical rooms, data center cabinets, cages and suites may not be used as storage rooms or staging areas.
- All chemicals brought on-site must be pre-approved by the Site Director, or designee, and the Environmental Health and Safety (EHS) staff.
- Safe work practices, including the use of appropriate personal protective equipment (PPE), are expected to be implemented **AT ALL TIMES**, based on actual work conducted.
- You must abide by all QTS Safety and Security rules and requirements, as well as all federal, state and local regulations.

## Attire / PPE

- Proper attire (clothing and footwear) is expected to be worn at all times while working at QTS.
- Open-toed shoes/sandals/flip-flops are not permitted on the data center floor.
- You must abide by all QTS Personal Protective Equipment (PPE) requirements based on work being conducted onsite.

## During an Evacuation

- **FOLLOW ALL INSTRUCTIONS** given by QTS Leaders and Security.
- **PROCEED IMMEDIATELY TO THE MUSTER POINT** unless otherwise instructed by Security. Do not stop to gather your belongings!
- **DO NOT USE ELEVATORS.**
- **DO NOT RUN.** Walk, remain calm, and keep noise to a minimum to hear further instructions.
- **DO NOT PUSH OR CROWD.** Use handrails in stairwells. Move to the right side if you encounter emergency personnel.
- **DO NOT TAKE FOOD/BEVERAGES** into the stairwell as they may spill and cause a slip-and-fall hazard.
- **DO NOT SMOKE or VAPE.**
- **ONLY TRAINED QTS EMPLOYEES SHOULD USE FIRE EXTINGUISHERS.**
- **EMPLOYEES SHOULD TAKE RESPONSIBILITY FOR THEIR VISITORS** to facilitate a safe evacuation of all facility visitors.
- **COMPLETE EVACUATION.** Do not congregate in stairwells or exit doorways.
- **REPORT TO THE DESIGNATED LEADER AT THE MUSTER POINT** who is recording attendance.
- **REPORT ANY INFORMATION** concerning the emergency to responding Security.
- **REMAIN IN THE ASSEMBLY AREA UNTIL "ALL CLEAR" IS ANNOUNCED BY QTS LEADERS AND SECURITY.**

## Facility Don'ts

- Do not block hallways/fire escape routes.
- Do not wedge fire doors to an open position.
- Do not overload electrical sockets by daisy chaining electrical cables.
- Do not bring appliances into office spaces without prior approval from QTS.
- Do not eat or drink in data halls (only approved areas).
- Do not store materials in a hallway or walkway.

## Security

- Customer and Contractor personnel are required to enter and exit through the main Security Desk ("Security"). A QTS identification badge ("Badge") must be prominently displayed on your person at all times.
- Upon arrival, QTS-issued Permanent Badge Holders must swipe their QTS Permanent Badge at the badge reader to access the data center.
- You must swipe your QTS Permanent Badge at the badge reader each time you depart and return to the data center.
- For customer access to the data center floor, customers must be listed on the Customer Access Roster (i.e., be a Permanent Badge Holder or have an approved Visitor Access Request in the QTS Reservation System/ServiceNow). If you do not have a Permanent Badge, you will be denied access unless your identity can be verified via the Customer Access Roster.
- Propping open or holding doors open to the degree that such will cause alarms to sound or jeopardize security is prohibited without prior permission from a QTS Manager or member of QTS Security.
- Cameras and video surveillance equipment are not permitted at the data center without prior approval.
- Duplicating keys used in the data center is prohibited.
- Weapons and firearms are strictly prohibited.