

## **EMERGENCY EVACUATION PROCEDURE BATON ROUGE HEADQUARTERS**

Each person will evacuate the premises. All personnel should remain calm and obey the instructions of the Floor Warden and/or Fire Department personnel. Floor Wardens, Assistant Floor Wardens and/or Fire Department personnel are to be considered in charge of the situation during an emergency evacuation.

All personnel will proceed outside the building as indicated by the Evacuation Plan. Getting away from the building is imperative because fire equipment will arrive on the scene soon after the alarm sounds.

**All employees shall check in with their designated floor warden.** Floor wardens will be wearing a bright colored safety vest. Additionally, someone will be holding up a sign designating your reporting area. (Refer to the diagram of the Employee Parking lot at the end of this section and become familiar with where to report for check in.)

All personnel shall remain away from the building until the Loss Prevention (Safety) Coordinator, Floor Wardens or other authorities advise them it is safe to return to their assigned floors.

### **At the sound of the alarm:**

#### **EVACUATE: (Do not panic! Panic and confusion lead to injury)**

- If safe to do so, shut down electrical equipment if you are in your office/cubicle
- Take your purses, brief cases (brief cases on rollers should be carried down steps, not allowed to just roll down the steps), car keys, etc. with you down the stairs (this is necessary in case we are not allowed back into the office building)
- Leave your office door open and the Floor Wardens will close it when they check their assigned areas
- Proceed to the closest exit or alternate exit if necessary; keep to the left side of the stairwell in single file
- Assist disabled employees or visitors; use the "buddy" system.
- Proceed quietly and orderly; remove high heels to avoid tripping on the stairs
- Do not carry food or drinks down the stairs with you
- DO NOT USE ELEVATORS
- DO NOT OPEN A DOOR if hot to the touch or smoke is present
- Once outside, go directly to your designated Assembly Area (AA) in the Employee Parking lot, report to your Floor Warden for check-in, remain there until given further instructions. Floor Wardens will check off your name on their roster.

### **EMPLOYEES and/or VISITORS:**

- Do not use your cell phone to place calls until you reach your designated assembly area
- Follow building evacuation protocol
- Report exact location of any personnel with mobility issues to your Floor Warden

### **SUPERVISORS:**

- Account for your employees
- Report to your designated Floor Warden in the Assembly Area

### **FLOOR WARDENS/ASSISTANT FLOOR WARDENS:**

- Close all doors and ensure all staff/visitors evacuate the area
- Direct personnel to the evacuation route (primary or alternate)
- FOLLOW personnel through the evacuation route
- Report to your designated assembly area (AA)
- Floor Wardens account for personnel on your rosters and report to the Loss Prevention (Safety) Coordinator on the completeness of the evacuation from your designated area. Upon completion of evacuation, turn in original roster check list to Loss Prevention (Safety) Coordinator and keep a copy for your records.

### **EVACUATION OF PERSONS WITH DISABILITIES:**

It is very likely that evacuations will involve disabled individuals. **Persons with disabilities should provide their cell phone number to their floor warden for communication purposes.**

The following information will be helpful in safe evacuation and communication during an emergency. Let Emergency Personnel know where persons with disabilities can be found. Involve the individual. They are the experts on their own disabilities, and how to best move them out of a building in an emergency. Make sure he/she understands what is happening, and REMOVE THEM FROM SMOKE OR FUMES IMMEDIATELY.

#### **Persons with Mobility Impairments**

Persons having mobility impairments may or may not use wheelchairs. Ask him/her for instructions. Always consult wheelchair users about the number of people needed for assistance. Also, be aware that some wheelchair users use catheter leg bags, braces, oxygen, etc.

Those individuals having mobility impairments, who can ambulate in varying degrees, will need to:

- 1) **Report to an area of refuge** (these areas are located on the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> floor next to the elevator and are denoted with a sign stating "AREA OF REFUGE").
- 2) **Press the "help phone" button** located on the panel next to the area of refuge signage. It will ring to an emergency phone located on the first floor in the vestibule on the north side of the building. When answered, advise the person of the stairwell that you will be located in, i.e. 3<sup>rd</sup> floor – West stairwell. This information will be reported to the Safety Coordinator and Fire Department personnel.

### **Visually Impaired Persons**

Although most blind or visually impaired persons may be familiar with their immediate work area, it is necessary to:

- Explain the nature of the emergency.
- Offer to guide him/her. As you walk explain your destination, where you are, any obstacles, which way you are going to turn, the number of steps, etc.
- Upon reaching safety, orient the individual to his/her surroundings. Ask if further assistance is needed.

### **Deaf, Hearing Impaired or Speech Impaired Persons**

Communication varies with persons who are deaf, hard of hearing or speech impaired. Audible alarms may not be heard by them. It is important that everyone understand what is happening, how and where to proceed. To gain attention, turn light switch on and off, tap his/her shoulder, wave your hands, etc. Indicate through gestures, or in writing (short concise words), what is happening and what to do. Example: "Fire - out rear door to the right and down, leave NOW!"

SEE BELOW FOR YOUR DESIGNATED ASSEMBLY AREA  
IN THE EMPLOYEE PARKING LOT

