

<i>HEALTH AND SAFETY MANUAL</i>	
Title: Emergency Action Plan – Corporate Office	
Approved by: Greg Savoy	Rev. 4/04/13

Emergency Action Plan

Building 2550
2550 Belle Chase Hwy.
Gretna, La. 70054

Emergency Contacts and Numbers During Business Hours:

FIRE DEPARTMENT 911
HUMAN RESOURCES (504) 368-9760
SAFETY DEPARTMENT (504) 400-1058

1 Types of Emergencies:

- ❖ Fire
- ❖ Medical
- ❖ Severe Weather
- ❖ Power Outage
- ❖ Threats of Violence or Bombs

Emergencies situations occur with little or no warning. Planning for emergencies and for safe evacuation ensures the effective protection of employees, tenants and property.

Potential emergencies here at **Building 2550** office complex are: fire, medical, severe weather, power outage, and threats of property damage or personal injury. This Emergency Action Plan is developed to provide employees and tenants with an outline of actions to take should an emergency situation develop at this facility. This plan is available to all employees to review. Employees and tenants are encouraged to familiarize themselves with this plan and to understand their responsibility in case of an emergency.

NOTE: Contact information will be provided to employees who need additional information pertaining to this plan or to their respective duties.

Contacts before and after business hours:

FIRE DEPARTMENT 911
SAFETY DEPARTMENT (504) 400-1058

2 Responsibility Assignments:

2.1 All Employees and Tenants:

- Immediately report all emergencies. Report the emergency to your supervisor or department head. For local emergencies call “911”. When placing a “911” call, provide the following specific information to emergency officials:
 - ✓ What is the emergency:(Flames, Smoke, Medical, Threats, etc.)
 - ✓ Address:(**2550 Belle Chase Highway, Gretna, LA**)
 - ✓ Type of Building:(**High Rise Office Building**)
 - ✓ What Floor :____ Room No.:____ Phone # calling from :_____
- Let the dispatcher hang up first.

3 Human Resources:

- 3.1 Provide specific medical information of the affected employee(s) as appropriate to the Medical Response Team and EMS personnel upon arrival.
- 3.2 Provide assistance as required to assure the needs of the affected employee and the immediate family are provided.

4 Safety Department:

- 4.1 Maintain this Emergency Action Plan and ensure an Emergency Evacuation Drill is performed annually (see **Appendix “A”** - Emergency Evacuation Drill FORM).
- 4.2 Assist with incident investigation and complete required incident reports for incidents involving injury, or for an incident involving property damage.
- 4.3 Responsible for ensuring a copy of this plan is readily available to occupants.
- 4.4 Responsible for reviewing this plan with employees: 1) when employees are initially assigned to a job. 2) when this plan is changed.

5 Emergency Evacuation Procedures:

- 5.1 In any emergency that calls for office evacuation (see **Appendix “B”** - Building Evacuation Routes), all employees, tenants, vendors & guest are to exit via the nearest stairwell. **Do not use elevators for evacuation.** Elevators are reserved for emergency use only during an evacuation.
- 5.2 Employees and tenants are to assist in determining the status or location of any missing employee.

6 Equipment Shutdown Procedures:

- 6.1 Since the functions of building 2550 are primarily administrative in nature, none of the equipment in place is considered to constitute an additional hazard to emergency response personnel if it is not shutdown prior to evacuation. However, it is recommended that employees and tenants shutdown equipment immediately under their control, such as, computers, calculators etc., if they can do so without exposing themselves to undue hazard prior to evacuation.

7 Fire Alarm Procedures:

7.1 If the following is reported to you, or if you see smoke, or flames, or smell something burning, or hear a fire alarm, you should immediately:

- Report your findings to a supervisor or department head, dial “911”
- Activate the nearest fire alarm pull station if the alarm is not already sounding. **FIRE ALARM PULL STATIONS ARE LOCATED** at each stairway

8 Emergency Procedure Priorities:

8.1 If the following is reported to you, or if you see smoke, flames, or smell something burning, IMMEDIATELY:

- Isolate the fire (close the door if you can do it safely.)
- Notify “911”
- Activate the FIRE ALARM PULL STATION, if the alarm is not already sounding.
- Evacuate by going to the stairwell and report to your designated evacuation areas.

Fire extinguishers should be used only by trained employees and only after all of the above has been completed and only if it can be done safely.

9 Minor Injury / First Aid:

Employees are not to administer first aid treatment to another person unless they are specifically trained in Bloodborne Pathogens and first aid care. Employees are to notify their supervisor of all injuries, no matter how minor.

10 Major Medical Incidents:

The following guidelines should be followed when anyone in the building requires medical assistance for other than “minor injury or first aid”. Major medical cases may include, but are not limited to heart attacks, obstructed airways, choking, severe falls, fractures, severe lacerations, burns, loss-of-consciousness, seizures or other similar types of emergencies.

For Major Medical Emergencies, or when in doubt, have someone dial “911”. Have that person return to you to ensure “911” was called. Have someone report to the building entrance and escort EMS personnel to the medical emergency. If you are trained in First Aid & CPR provide assistance until EMS personnel arrive. Stay with the injured or ill employee until EMS arrives.

DO NOT, move the individual, unless having the victim remain in the present location presents a greater danger. More serious injuries can result when inexperienced personnel move an injured employee. **DO NOT** administer first aid or medical assistance beyond your personal ability and/or training.

11 Severe Weather Emergencies:

Natural disasters such as severe weather are a potential threat. The following suggestions and areas of responsibilities are designed to provide the safety of all, minimize the loss of assets and reduce the disruption of normal operations.

The U.S. Weather Service reports the movement of severe weather that may present a threat to our area. It is likely a number of employees and tenants would be in the building during severe weather. Employees and tenants have the choice of evacuating or remaining in the building during a severe weather alert. If the U.S. Weather Service gives an early alert, steps can be taken in preparation for the severe weather if the decision is made to remain on the premises.

Severe weather will typically consist of high winds and flooding. There is usually enough time to allow protection of employees and tenants from dangerous situations. In the case of sudden unanticipated storms, local authorities issue warnings or recommend a plan of action. The following procedures are to be followed depending on the situation.

11.1 Non-Business Hours:

If weather conditions develop which make driving hazardous, employees are encouraged to stay at home, listen to local announcements of business closings. Employees are to check with their supervisor, receptionist, or others at work as to the status of work and travel.

11.2 During Business Hours:

If severe weather occurs during business hours, Management will determine the course of action and advise employees and tenants of the situation. If informed by the U. S Weather Service that severe weather is imminent, the following steps may be necessary for the different types of storms:

11.3 Tornadoes:

The following steps may become necessary if a tornado warning is issued by the weather service:

- If possible, stay abreast of weather conditions via radio or television.
- If time allows, clear desk, tables and windowsills of unsecured items.
- Move easily movable furniture and office equipment away from windows.
- If the company decides to evacuate the building, exit the building.
- Notify management of all severe leaks, fires, structural damage, etc., during or after a storm.

11.4 Hurricanes and Floods:

11.4.1 When the U.S. Weather Service issues a **HURRICANE WARNING**, management will make the decision when to shut down operations. All employees and tenants will be requested to secure their offices and leave the premises. A hurricane warning is defined as follows:

“A warning indicates that hurricane winds of 74 mph and higher, or any combination of dangerously high water and very rough seas, are expected in specified coastal areas. When a hurricane warning is announced, hurricane conditions are considered imminent and may begin immediately, or within 12 to 24 hours”.

11.4.2 When a hurricane warning has been issued, it is of utmost importance that all precautionary measures and actions are taken immediately for the protection of life and property. The following procedures are to be followed:

- If possible, stay abreast of weather conditions via radio or television.
- If time allows, clear desk, tables and windowsills of unsecured items.
- Move easily movable furniture and office equipment away from windows.
- If the company decides to evacuate the building, exit the building.
- Notify management of all severe leaks, fires, structural damage, etc., during or after a storm.

12 Power Outages & Elevator Emergencies:

12.1 If power outages occur, emergency lighting is available in both stairwells. The stairwells emergency lighting is a battery back-up with two hours of battery life. All HVAC equipment, lights, receptacles, elevators and most telephone equipment will not be operational. The following guidelines should be followed:

- Wait 15 minutes to see if power is restored. During this time, management contacts the local energy company to find out the estimated duration of the power outage.

12.2 Although rare, an emergency may occur while using an elevator. The emergency may be a sudden loss of power or the activation of the building alarm system. The elevators are equipped with a number of safety features designed to handle these situations, so do not panic.

If you become trapped in an elevator, follow these procedures:

- Remain inside the elevator and stay calm.
- Do not try to open the doors, or otherwise try to leave the elevator. Depending on the cause of the stoppage, the elevator may begin to work automatically. Serious injury could result by trying to exit the elevator.

13 Bomb Threats:

Fortunately, the vast majority of bomb threats are false alarms. Unfortunately, it is difficult to differentiate the false alarm from the genuine threat. As little publicity as possible should be given to the incident, since the objective of the caller is usually to disrupt normal business functions by causing the building to be evacuated.

There are at least two (2) reasons why bomb threats are a serious problem:

- Serious personal injury can result if an explosive or fire-generating device is detonated.
- Valuable work time is lost during building evacuations.

The following procedure is provided in the event of a bomb threat.

- If you receive the call, remain calm and get as much information from the caller as possible. It is important to keep the caller talking and on the phone as long as possible. Immediately call "911" and provide the following information:

- ✓ What is the emergency: (???? Threat)
- ✓ Address: (**2550 Belle Chase Highway, Gretna, LA**)
- ✓ Type of Building: (**High Rise Office Building**)
- ✓ What Floor _____, Room No. ___, What phone # calling from _____
- ✓ Ask to have a police respond immediately.
- ✓ Listen for instructions.
- ✓ Let the dispatcher hang up first.

14 It is very important to account for everyone during an evacuation. Employees are to assist in determining the status or location of any missing employee and report their concerns to their supervisor. **DO NOT LEAVE THE PREMISES.** An all clear will be given when the emergency situation is over at which time everyone will be allowed to return to the building.