Emergency Exit Plan

ACADIAN CENTRE
2431 ACADIAN THRUWAY
BATON ROUGE, LA 70808

EMERGENCY EXTERNAL CONTACTS

FIRE DEPARTMENT

Baton Rouge Fire Department
225-354-1400

LAW ENFORCEMENT

East Baton Rouge Sheriff's Department
225-389-5000

POLICE DEPARTMENT

911

PROPERTY MANAGEMENT

Stirling
225-926-4481
Denise Tatum
Assistant Property Manager

Stirling Assistant Property Manager

Denise Tatum	Office#	225-926-4481
dtatum@stirlingprop.com	Cell#	225-892-6539

First Floor:

Legacy Management	100

Second Floor:

Plauche' Maselli Parkerson	230
LA Conference of Catholic Bishops	250
Resource Environment Solutions	285
Upper Iowa University Administration	287
Morris Insurance	290

Third Floor:

Pike	300

Fourth Floor:

New York Life	400

Fifth Floor:

Upper Iowa University Classroom	500
Cirrus Controls & Automation	550
WSP	560
Public Systems Association, Inc.	570

Sixth Floor:

Hammond, Sills, Adkins, Guice, Noah & Perkins, LLP	600

TENANT WARDEN SYSTEM

Acadian Centre utilizes a Tenant Warden system to facilitate implementation of the Emergency Procedures Plan in time of emergency. Each company depending on size should have at least three (3) individuals assigned by the tenant to serve as wardens. These individuals fill the positions of Floor Warden and two (2) Assistant Wardens. The names of the Tenant Wardens are to be listed on the Tenant Information Checklist, see Forms Section of this Booklet.

In recent years, the term “Life Safety” has been accorded new emphasis, as it affects all aspects of modern office building operations. The Management staff, utilizing the guidance of the Baton Rouge Fire Department, has developed plans of action to most effectively protect the lives and property of Acadian Centre occupants in the event of an emergency.

The successful execution of the Acadian Centre Emergency Procedure Plan will depend upon the degree of confidence, cooperation and coordination achieved by the Tenant Wardens and their fellow employees.

Each tenant can assist in the successful implementation of an outstanding Life Safety program by realizing a responsibility to:

1. Assign responsible and respected personnel to function as Tenant Wardens and assistants.
2. Insist that the wardens read and understand the Emergency Procedures Policy.
3. Assure that copies of the Emergency Procedures Plan are disseminated to all employees.
4. Enthusiastically support the overall objectives of the Emergency Procedures Plan.

The success of the Tenant Warden system and the safety of all building occupants require a commitment from everyone involved. If there are any questions or suggestions concerning any of the Acadian Centre Emergency Procedures Plan, please do not hesitate to contact the Management Office

THE TENANT WARDEN

Fortunately, emergency situations very seldom occur in modern office buildings. However, in the rare instance that an emergency should arise, the best way to provide for the safety of building occupants is to have a well-conceived and practiced plan of action that is implemented by competent and trained leaders. The Tenant Wardens are the very heart of the successful implementation of the Emergency Procedure Plan. Their responsibilities include:

1. Knowledge of evacuation plans to be used in emergency situations.
2. Knowledge of floor layout, including the stairwell exits and the location of fire-fighting equipment.
3. Familiarly with personnel working on the floor: i.e. any occupants with physical deficiencies, which would require extraordinary assistance if evacuation were necessary.
4. Recognition of potential fire hazards and situations that could impede a safe and orderly evacuation.
5. How to routinely make a visual inspection of life safety equipment on the floor.
6. Knowledge of how fire and smoke spread and how to prevent this from happening.
7. Function and use of building fire-fighting equipment.

8. Knowledge of the functions performed by Management staff, Security and Fire/Police Department in times of emergency.

EMERGENCY PROCEDURES PLAN ADMINISTRATION

1. Purpose

This emergency plan is established as an integral part of the official Acadian Centre response to emergencies. The contents of this plan are designed as an operational guide for the behavior, safety and protection of the tenants and visitors to the building.

2. Scope

As outlined on the following pages, this emergency plan established a sequential response for recognizing, identifying and reporting the existence of specific emergency situations threatening the building and/or its occupants: and then provides for the safety and protection of endangered personnel and assets. When implementation and supplemented with appropriate instructions from the building's manager (or representative), this plan becomes an operational tool for effective and responsive action when occupants of the buildings are forced to cope with various emergency situations.

3. Duties and Responsibilities of Tenant Wardens

Tenant Wardens are the connecting links between the Management staff and their respective employees. As such, they have direct control and responsibility for all decisive matters relating to the safety of their employees during an emergency.

Tenant Wardens must effectively execute the following:

a) Assume responsibility for communicating appropriate pre-planned emergency procedures data to all employees under their jurisdiction through orientation and/or company bulletin boards.

b) Be knowledgeable about what is not commonplace; i.e., unusual or foreign to the normal environment of their areas. This will allow qualified assistance in conducting searches and identifying suspicious items.

c) Notify Assistant Wardens of a planned absence from the building.

4. Method for Reporting Changes in Tenant Wardens and Assistant Wardens

Because the Tenant Wardens are a vital nerve in the response to an emergency in the building, interruptions in communications must be avoided. Any changes in the employment status of a Tenant Warden should be reported (in writing) to the Management Office.

5. Testing of the Building's Emergency Plan Procedures

Various aspects of the building's emergency plan procedures will be tested on a deliberate, systematic and periodic basis, in accordance with instructions from Management Office or the Fire Department. Such testing will familiarize key personnel with their emergency duties and responsibilities, evaluate these duties and the emergency plan procedures and will help identify any existing deficiencies and the need to make official corrections or adjustments.

FIRE EVACUATION PROCEDURES AND EMERGENCY PLAN

Office buildings vary in size, shape square footage and tenant mix. Because of these factors, each building relates differently to Fire Evacuation Procedures and Emergency Plans. Therefore, plans regarding procedures for Acadian Centre have been specially designed by Management Office and reviewed by Baton Rouge Fire Department.

The following information represents the procedures that will be followed by the tenants and the Management staff at Acadian Centre.

1. Fire Evacuation Procedures:

To assure that all tenants in the building are fully prepared for a fire evacuation, a Floor Warden System has been developed.

Each tenant floor, whether single or multi-tenant, will have a minimum of three Floor Wardens assigned. In the event that the automatic fire alarm is sounded, it will be the responsibility of the Floor Warden to systematically inform every individual on the floor of the alarm.

At this point, **everyone on the affected floor will take their immediate personal belongings and proceed to their pre-designated stairwell and await instructions**. Verbal communication from building personnel will be maintained in the stairwells with the individuals. **Floor Wardens will be the last individuals to the affected floors**. Regularly scheduled fire drills will be conducted with the tenants to perfect these procedures and increase the efficiency of his/her fellow employees.

During the fire drills and during an actual evacuation, the Floor Warden is in charge of the evacuation of his/her fellow employees.

There will be one (1) designated meeting area:

2. Responsibility of Tenant Wardens:

The tenants will assign the Floor Wardens, who will consist of the following: One Floor Warden and two Assistant Floor Wardens per floor. Each Floor Warden and Assistant Floor Warden is responsible for the following:

a) To be completely familiar with the floor arrangement, the number of floor occupants, and the location of floor exits.

b) To divide the floor population into groups and formulate the traffic pattern to use for emergency stair exits.

c) To inspect the entire floor daily and determine that all fire doors to stairs are closed and that no doors are obstructed or inoperable.

d) To maintain an up-to-date listing of all personnel who cannot use stairs unaided. Make arrangements to have these occupants assisted when evacuation is directed.

e) To take necessary action to prevent panic.

f) To assure that all persons on the floor are notified of fire and all are evacuated to safe areas. If possible, a search should be conducted in all lavatories, core offices, conference rooms, etc.

g) To assign each person in his or her floor group to a specified stairwell.

3. Alarms:

Acadian Centre has been designated to provide the most up-to-date fire safety system available. The following will activate an alarm:

a) Smoke detection

b) Heat detection

c) Activation of the sprinkler

d) Activation of the standpipe system

4. Communications

In emergencies, communications is vitally important to the success of any plan or procedure.

The Security console in the Fire Control Room will be the control point for all emergencies.

Tenant's employees are requested not to call the Management Office during an emergency. Only appointed Floor Wardens or Tenant Contacts should confer with the Management during an emergency. An alarm will signal for everyone to leave.

Directions and other information will be given to the tenant's as they evacuate the building through management personnel.

Specific routine procedures for a safe and orderly evacuation of a building must be worked out with the tenants. Regularly scheduled fire drills will be conducted with the tenants so everyone will know what to do when the alarm sounds. Fire drills will also be scheduled with all personnel who work in the building during nighttime hours.

IF YOU DISCOVER A FIRE

Floor Wardens Emergency Procedures:

In the event of fire or smoke on his/her floor, the Floor Warden shall take the following actions:

1. Call the Baton Rouge Fire Department at 911.
    a. Give your building name Acadian Centre, address and floor where fire or smoke is located.
    b. Give your name and the telephone number you are calling from.
    c. Remain calm and do not hang up the telephone until the fire dispatcher has the information needed.
2. Begin evacuation immediately, using stairwells and proceeding out of the building.
3. Security or fire officials shall initiate evacuation from other floors.
4. Help all persons requiring assistance.
5. Assign Assistant Wardens to search rest rooms, closets, and storage areas to ensure that all occupants have evacuated.
6. Ensure all doors are closed, but not locked.
7. Do not return to evacuated area until advised by Management or Fire Department.

In the event of an alarm sounding when there is no obvious indication of fire or smoke, the following actions will be taken:

a) Begin evacuation of occupants immediately, using stairwells and proceeding at least five floors below.

b) Make a quick but through investigation of the floor. Make certain to check smoke detectors, elevator lobby and storage rooms. If smoke or fire is detected during this investigation, and the situation permitted, call the Baton Rouge Fire Department at 911 to report conditions.

c) While making the investigation, assign someone to answer the phone to receive emergency calls from Security.

d) Follow Steps 5 – 7 as outlined above.

General Tenant Emergency Procedures

1. Upon discovery of fire or smoke on your floor, call the Baton Rouge Fire Department (911).
    a. Give name Acadian Centre and address of building.
    b. Give the floor that the fire is on.
    c. Give your name and telephone number you are calling from.
    d. Remain calm and do not hang up the telephone until the fire dispatcher has all the information needed.
2. Alert other occupants of the floor to begin evacuation.
3. Evacuate the fire floor.
    a. Follow the Floor Warden's instructions.

b. Assist the handicapped (See guidelines on following page).
c. Close doors as you leave, but do not lock.
d. Use stairwell exits only. Do not use elevators.
e. If caught in heavy smoke, take short breaths. Stay low, crawl if necessary. There will be less smoke near the floor.
f. Do not return to your floor until instructed by Floor Warden or member of the Management or Security staff.

HANDICAPPED EVACUATION

Visually Impaired:

Each person should have a “buddy” assigned to them in the event of an evacuation. Ask each person the best way to assist them to the stairwell and lead them to safety. It is important that the “buddy” remain with the person until the emergency is over.

Physically Disabled/Nonambulatory Persons:

Each person should have a “buddy” assigned to assist them in the event of an evacuation. In most instances, it will only be necessary to move the person into the stairwell for safety. If it becomes necessary to move them down the stairs, various lifting and carrying techniques can be utilized. Ask the person the best way to help. Stay with the person until the emergency is over. Elevators should not be used.

FIRE ALARM SYSTEM OPERATION

The actuation of any manual or automatic device shall cause the following.

1. An alarm will sound on the floor where the device is actuated.
2. The sound of the alarm is an alternating tone throughout building.
3. The floor in alarm shall be indicated on the fire alarm panel located in the Fire Control Room.
4. All elevators serving the floors in alarm will automatically be recalled to the ground floor. They will remain at the ground floor and be unavailable for use, except by the fire department with the use of the fire service key, until the alarm system is reset.
5. The HVAC system will automatically shut down on the affected floors.
6. All exit lights in the building will flash upon activation of an alarm.
7. All exit doors will automatically unlock upon activation of an alarm.

The Fire Control Room is located in the building. The Fire Control Room provides:

1. Manual voice alarm paging to each alarm zone.
2. Selective signal, common talk voice communication to each alarm zone.
3. Fireman’s emergency phones.
4. Monitoring of sprinkler systems.
5. Monitoring of all fire alarm devices, manual and electronic.
6. Monitoring alarm manual start and pushbutton for standby generator.
7. Manual control of elevators.

OTHER EMERGENCY PROCEDURES

1. Bomb Threats
2. Serious Accident/Illness

3. Hurricane/Tornado
4. Power Failure
5. Elevator Failure
6. Civil Disturbance

The Management staff and Security will coordinate all emergency procedures from the Fire Control Room or the Management Office.

1. Bomb Threat

If you receive a bomb threat call, attempt to get as much information from the caller as possible. (Where is the bomb? When is it set to explode? What type of bomb is it? Why did you place the bomb?)

Call the Management Office and they will notify the Baton Rouge Police Department. A search will begin immediately and the Tenant Wardens will be notified.

If no bomb is found, the decision to evacuate will be left to the tenants, Elevators will be left on.

If a bomb is found, Police Department officials, along with Management and Security Staff, will direct an evacuation using fire evacuation procedures.

2. Serious Accident Illness

Upon seeing a serious accident or illness, the tenant should:

a) Call for ambulance at 911. Be sure to give proper address, building and floor.
b) Call the Management Office.
c) Building personnel will remain with the emergency crew until their departure from the building.

3. Hurricane/Tornado

Please tune into local news/radio/internet announcements regarding potential tornado and hurricane warnings. Follow the instructions of local governmental authorities regarding evacuations and/or road closures, etc. If there are special circumstances related to the Building, you will be notified by phone or email by the management office.

The manager arrives, angry demonstrators, etc., cannot be given access to the upper floors of the building for any reason.

If, in the event a disturbance should occur in a tenant's office or premises, the Management Office should be notified immediately. All assistance will be given to the tenant; however, the decision to call any law enforcement to a tenant's area will be left to the tenant.