Division of Administration

OFFICE
Of
STATE BUILDINGS

FACILITIES MANUAL

Information and Guidelines
For
Building Tenants

(Revised) April 18, 2013

OSB FACILITIES MANUAL

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Office of State Buildings (OSB) Mission Statement

The mission of the Office of State Buildings is to provide for the operations, maintenance, and safety/security within and around all building facilities under Division of Administration jurisdiction.

Three regional divisions perform Operations and Maintenance: Alexandria/ Shreveport/Monroe Region, Lafayette/New Orleans Region, and the Baton Rouge Region. The Operations Division has local and regional responsibilities for operations and preventive maintenance.

Safety/Security involves the reduction of injuries, danger and damage that may be the results of facilities impairment issues that will provide a reasonable level of safety and security to tenants, visitors and employees which are jointly addressed by the Operations and Maintenance Divisions, with oversight from the Fiscal / Administrative Division and Work Control Section.

Four distinct functional divisions perform repairs and minor construction: Architectural, Mechanical, Electrical, and Horticultural. These divisions have statewide responsibilities over maintenance functions. Large construction projects and repairs are handled via contracts through Facility Planning and Control and/or the Office of State Purchasing.

OSB Responsibilities to Tenants

- Provide a habitable, clean, safe, and secure work place.
- Provide prompt attention to tenant's and visitor's building needs/problems.
- Provide for the operation and maintenance of heating, ventilation, and air conditioning (HVAC), electrical and plumbing equipment.
- Provide for the maintenance of interior finishes, hardware, building exterior, and landscaping.
- Provide janitorial, waste management, pest control, fire protection, energy management systems, and elevator maintenance services through contractual agreements.
- Assist and coordinate safety and monitor emergency evacuation activities as well as liaison between the building tenants and the security provider.
- Notify contact person at each agency in the building of upcoming major projects and any asbestos and/or lead abatement/removal work.

OSB Responsibilities for Facilities

- Enforce OSB tenant policies and procedures. Perform liaison services between the building tenants and OSB personnel regarding building activities.
- Conduct regular, scheduled building inspections for purpose of maintaining the facility and its systems.
- Perform scheduled preventive maintenance and minor repair work on building mechanical and electrical systems and related equipment. Perform routine minor maintenance tasks, including but not limited to: replacing lamps in lighting fixtures, replacing stained ceiling tiles in suspended grid lay-in-ceiling, replacing filters, and other tasks as directed by OSB supervisory personnel.
- Certify that contracted services such as custodial, security, pest control, etc. are being performed in compliance within the scopes of each contract.

Tenant Responsibilities

A. Upkeep of Facilities

1. Treat facilities with respect. Do not place scotch tape or mark on interior or exterior walls, interior or exterior doors, etc. These items will be removed without notification. No artwork, picture or similar items are to be hung on interior or exterior walls or interior or exterior doors except as specifically provided in the Facilities Manual. Artwork, pictures or similar items are to be hung on office/cubicle walls only with the use of materials or devices approved by the furniture manufacturer for that purpose and approved by OSB. All such artwork, pictures or similar items must be appropriate for a business setting. Do not prop open doors with anything other than a doorstop designed for that purpose (e.g., jamming broom handles in hinges). Doors designed to shut automatically are never to be propped open.
2. Keep corridors, hallways, electrical closets, HVAC equipment rooms, and elevator equipment rooms clear of furniture, equipment, boxes, and storage of any type.
3. Coordinate with OSB when arranging furniture. (To avoid extension cords, telephone cable and damage to walls and floors.)
   ***Note*:** Tenants are responsible for installation of furniture, file cabinets, computer hutches, etc.
4. If the work desks or workstations chairs do not have the approved casters for the various types of flooring (i.e. Carpet, Composite Tile, etc.) Each agency or department is then responsible for supplying a plastic floor mat under chairs.
5. Report deficiencies in construction or maintenance, or accidents caused by deficiencies to your specified Facility Manager (Out of town) or Work Control (Baton Rouge). Refer to your agencies safety program to determine what accidents or potentially hazardous conditions should be reported to your Safety Coordinator.

B. Notify and Provide

1. Promptly notify OSB of maintenance problems/needs by contacting OSB Work Control Section at **(225) 219-4820** or E-mail address _DOA-WORKCONTROLGROUP@LA.GOV Notify OSB and receive appropriate authorization/approval prior to starting **any** alterations to building space. This includes but is not limited to structural, HVAC, electrical, painting (including any wall coverings), flooring (including all carpeting), keying etc. All paint and carpet specifications must be reviewed and approved by OSB. All projects must be channeled through and be managed by OSB and/or Facility Planning & Control.
2. Provide OSB and Facility Planning with notice, in accordance with the applicable lease of any intention to vacate building space. If no lease provision applies, provide OSB and Facility Planning with as much advance notice as possible of any intention to vacate building space.
3. Provide OSB with the right of access to the premises at any time to inspect said premises. Inspections by OSB personnel of enclosed offices intended for individual use and of workstations in general, should be no more extensive than what is necessary to ensure compliance with the Facilities Manual.
4. Provide OSB with name of tenants' contact from each agency for emergencies and other building related correspondence.
5. Provide (on an annual basis) a list of vendors and associated account numbers to facilitate expeditious completion of requested projects. ***Note*:** A form will be submitted to each agency for completion in May of each year. These forms are to be completed & updated and returned to the Work Control Section at OSB no later than June 15 of each year. Failure to provide the required information may result in a delay of any requested projects.

C. Compliance

1. Compliance with all OSB policies and procedures relative to the facilities.
2. Compliance with all State Fire Marshall codes and regulations.

OSB Work Hours

Regular work schedule Monday – Friday, 6:30 a.m. – 5:00 p.m.

- Administrative Section/Service Center
- Maintenance Divisions, Baton Rouge – (Architectural, Mechanical, Electrical).
- Operations: Baton Rouge Capitol Park, Alexandria, Lafayette, New Orleans, Harvey, Monroe & Shreveport

Regular work schedule Monday – Friday, 7:00 a.m. – 3:30 p.m.

- Horticultural Division: Baton Rouge

OSB Telephone Numbers	Telephone #	
Service Center (Director / Administrative)	(225) 219-4800	Fax (225) 219-4810
Work Control Division	(225) 219-4820	Fax (225) 219-4826
OSB Security: Baton Rouge (Provided by Dept. Public Safety)	(225) 342-5911	

Baton Rouge Division

Sector #1	(State Capitol, Capitol Annex, Pentagon Barracks, Arsenal, State Library, State Museum, Visitor Ctr. & Garage, Governor's Mansion)	Ken Burch Facility Maintenance Manager	Work (225) 342-5913
Sector #2	(ISB, 1st Circuit Court, Poydras, Claiborne Bldg. & Garage, Livingston Bldg. OSB Service Center)	Steve Dauzat Facility Maintenance Manager	Work (225) 342-4012
Sector #3	(Galvez Bldg & Garage, LaSalle Bldg & Garage, Bienville, Iberville, OPH Lab)	Joel Branch Facility Maintenance Manager	Work (225) 342-5940
Sector #4	(Baton Rouge State Office Bldg., Wooddale, Champion, State Garage Old Governor's Mansion)	Ray Cruse Facility Maintenance Manager	Work (225) 342-5946
Central Plant		Will Berot Facility Maintenance Manager	Work (225) 342-7079

Note: All calls for Baton Rouge facilities "after hours" will be directed to the Central Plant, which is staffed on 24-hour per day basis

Alexandria / Monroe / Shreveport Division

Alexandria S.O.B.	Kenneth Paul Maintenance Foreman	Work (318) 487-5015
Monroe S.O.B.	Randy Gosdin Facility Maintenance Manager	Work (318) 362-3105
Shreveport S.O.B., 2nd Circuit Court	David Rachal Maintenance Foreman	Work (318) 676-7411

Lafayette / New Orleans Division

Brandywine III & VI (Lafayette)	Matt Ryder Maintenance Foreman	Work (337) 262-5309
New Orleans Supreme Court, Harvey S.O.B.	Kerry Mangin Facility Maintenance Manager	Work (504) 524-2901

Note: All Emergency Calls after hours should be directed to the out of town Facility Manager of the appropriate State Building.

Requesting Work Orders / Reporting Maintenance Problems

For items such as inoperable doors, burned-out lights, electrical circuit outages, temperature control, plumbing problems, broken pipes, no toilet paper, safety hazards, etc., tenants should contact either their respective Building Coordinator for your section to request a work order. Please be prepared to give your name, the location of the problem (i.e. building, floor, and room number), and a phone number where OSB can reach you should it be necessary, and the nature of the problem. Your request will be dispatched via a work order to the appropriate craft shop to correct/address the problem. It will also be assigned a work priority based on criteria such as "safety and security, potential damage, inconvenience, or routine." Emergency situations will prompt an immediate phone or radio call from OSB to the appropriate agency, staff, or personnel. If it is an emergency (i.e. overflowing toilet, gas or water leak, etc…) please contact Work Control directly at phone number (225) 219-4820 for Baton Rouge or 1-800-461-5049 for out of town facilities.

Generally, if the problem involves an existing part of the building, which is broken, deteriorating, or defective, it is viewed as maintenance work. OSB will make repairs at no additional cost to the tenant. Some problems may be caused by conditions, beyond the scope of our in-house capabilities, and/or annual budget. Upon review of this type of request, a program for a Capital Outlay request may be initiated to acquire the necessary funding. If the problem involves a request for changes to an existing condition to satisfy your agency's growth or changes in function, or simply aesthetic needs, please refer to the section below concerning renovations.

In response to the Energy Management Act of 2001, state facilities will not routinely provide heating or cooling on weekends (see La. R. S. 39:251 through 257). Request for air-conditioning on weekends and holidays must come from the agency head. Please e-mail HVAC Request form and justification to OSB Work Control via email _DOA-WORKCONTROLGROUP@LA.GOV before 10:30 a.m. Monday –Friday to receive approval and allow for scheduling of necessary air handling equipment. Calls received after 10:30 a.m. will not be processed. Please refer to the OSB webpage http://www.doa.louisiana.gov/bg/bg.htm "Forms, OSB-7" for a copy of the HVAC approval form to be filled out.

- In accordance with the Energy Management Act of 2001, and the potential electrical problems, OSB prohibits space heaters in all state facilities. To enforce this requirement administrative assistance from the various agency supervisors will be needed.
- Office of State Building personnel will cut the electrical cord and/or remove all space heaters.

Requests for Renovations / Enhancements & Projects

Modifications to facilities shall **not** be made to the premises by tenants or their contractors for items including but not limited to: HVAC, electrical systems/wiring, painting, carpeting, adding or removing walls and/or partitions, or adding, removing or reconfiguring modular furniture, even at agency's expense, without prior approval from the Office of State Buildings.

All office/modular furniture additions are to match existing furniture colors and patterns whenever possible. When fabrics/colors etc. are no longer manufactured or are not available, a substitution will be allowed. If and when this occurs, prior review and approval is required by the Office of State Buildings.

All requests for renovations or enhancements, including everything from changing locks to erecting walls **must** be submitted in writing for review and approval to the Office of State Buildings. The request can be emailed to _DOA-WORKCONTROLGROUP@LA.GOV

The written project request must indicate: the department requesting, a description of the work to be done, source of funding, location (building name, floor, room), name of requestor, name of contact person and telephone number.

When an outside contractor is to perform work, OSB will supply the agency with a potential bidder list based on our previous experience with contractors, and when requested, secure estimates and follow through until a contract is awarded. OSB then monitors the work in progress, assist with any changes in the scope of the work, and recommend payments to the contractor and OSB must inspect the work after completion.

Written approval is required from OSB prior to installing any permanent equipment. All items permanently installed or attached to any part of the building (including tenant spaces) immediately become property of the building owner. These items are not to be removed by the tenant unless the building's owner grants written approval. The tenants must pay all cost associated with the removal and the refurbishment of the area from which it was removed. These items include, but are not limited to: built-in furniture (such as cabinets, shelves, counters and workstations), decorative trim, window treatment, and carpet.

Building Safety / Security

Basic security provisions are provided for our facilities. Working with a representative tenant committee, OSB will assist in developing a security program that meets tenant's needs, given the location of the building and the determined level of security. DPS or other law enforcement agencies or other security personnel will provide security in accordance with the guidelines established by OSB and the Tenant Committee. Phone numbers for summoning security are listed in "Appendix A" attached. All agencies should encourage employees to lock valuables when leaving their work area, even if for a short time. The Office of Risk Management does not cover the loss of privately owned property even if it may have been taken from a state owned building. Requests for re-keying of locks, additional keys, and additional key cards must be submitted in writing to the Director of the Office of State Buildings. If locks must be re-keyed because a tenant lost a master key or for some other reason attributable to the fault of the tenant, the tenant must pay the cost of re-keying the locks. Additional information and questions can be forwarded to the OSB Service Center at (225) 219-4820.

The Office of State Buildings, subject to the authority of the State Fire Marshall, is required to maintain buildings for which it is responsible in accordance with the applicable Life Safety Codes. Compliance will provide a reasonable level of safety from injury, danger and damage. Tenant agencies should notify the OSB Loss Prevention Agency Manager of any accidents, incidents or near misses. Tenants should also notify the Facility Manager (Out of Town) or Work Control (Baton Rouge) of any such occurrences caused by deficiencies in construction or maintenance. Refer to your agency's safety program to determine which occurrences should be reported to your Safety Coordinator. Basic responsibilities are:

- To provide for adequate safety by implementation of reasonable and effective safeguards.
- In cooperation with the various agencies ensure that egress paths are clear and unobstructed. Ensure that exit devices are equipped with emergency release mechanisms or are unlocked.
- To ensure that egress points and routes are clearly marked to provide necessary cues and avoid confusion.
- To ensure prompt notification by providing early warning of fire via visual and audio notification.
- To provide adequate lighting.

The Office of State Buildings Loss Prevention Agency Manager (225) 219-4798 working with a representative of the Tenant Committee will assist in the development of emergency plans and fire drills.

CONTRACTED SERVICES

Janitorial Services

These services are provided through contractual agreements, either with prison inmates (via Prison Enterprises) or private companies. Janitorial services include vacuuming and periodical shampoo of carpets, sweeping and mopping tile floors and bathrooms, replenishing soap, toilet paper and hand towels, emptying trash, and other miscellaneous custodial duties. Any complaints or questions regarding these services should be directed to Work Control _DOA-WORKCONTROLGROUP@ LA.GOV. For tenants in buildings, which are cleaned by inmate labor, please see section on Inmate Labor on page 8 of this manual.

Security

Security is provided through either the Department of Public Safety (DPS) or through contractual agreement with private companies. Security guards will be present to monitor building premises as per pre-determined schedules. Modifications to extend or change security procedures should be directed through Department of Public Safety (225) 342-5911.

Waste/Recycling Management

Dumpsters are provided via contractual services. Janitorial workers are to empty the building's trash containers at least daily. We provide recycling containers at buildings for white paper, newspapers and magazines. The collecting of aluminum cans and is prohibited. Your cooperation in these efforts is appreciated.

Pest Control

Qualified pest service contractors perform spraying for pests such as roaches, ants, gnats, and other insects. Eating and drinking in the building should be restricted to break rooms or kitchen areas so as to prevent infestation of pests and avoid spills on carpets or tile floors. Tenants are **prohibited** from bringing their own pesticide (e.g. Raid, Bengal, etc.) into the building.

Elevator Operations and Maintenance

Elevator maintenance is provided through contractual agreement with a private company. Elevator problems occur; the problem should be reported immediately to OSB, Work Control at (225) 219-4820, for buildings in the Baton Rouge Region and to the respective Facility Manager for all other regional buildings. OSB will record elevator trouble calls and failures will be reported to the contractor for corrective action.

If trapped in an elevator, please refer to the instructions posted inside the elevator. If no instructions are posted inside the elevator, follow these general guidelines

1) Push the stop button (alarm should sound)
2) Pull the stop button back out, the elevator should start to move.
3) If the elevator does not begin to move, push a different floor button to see if elevator will start.
4) If this does not occur, do the following:
   A) Open phone box
   B) Push the button
   C) Talk to person on phone and give them the following information:
      - Give your name.
      - Give the name of the building in which you are located.
      - If possible, give the floor you are trapped on.
      - Wait patiently for rescue. Rescue personnel will arrive within 30 minutes.

If doors open and the cab floor is not level with the landing you should do the following:

1) Close the doors by pushing "close doors" button
2) Push a call button for a different floor.
3) When doors open, if the elevator cab floor is still not even with floor, do the following:
   A) Open phone box
   B) Push the button
   C) Talk to person on phone and give them the following information:
      - Give your name.
      - Give the name of the building in which you are located.
      - If possible, give the floor you are trapped on.
      - Wait patiently for rescue. Rescue personnel will arrive within 30 minutes.

Warning: **DO NOT** attempt to vacate an elevator without assistance from a rescue team.

General Policies

- No tape etc. is to be applied to doors, wall surfaces, built-in millwork, free standing furniture or system/modular furniture - resultant costs from damage shall be borne by the tenant
- No portable heaters are allowed in the building or any open flames (i.e. candles, incense burners, potpourri burners). All toasters, toaster ovens and any other small appliance which would be subject to activating smoke alarms and/or fire alarm systems are prohibited.
- No soft drinks cans or bottles are to be collected.
- No coffee makers, mini-refrigerators, microwaves or other small appliances are allowed in private offices; this is to occur in kitchens or break areas only.
- No pets or animals are allowed in buildings. (Exception: Seeing eye dogs for visually impaired)

Smoking

Smoking shall be confined to the "designated" exterior smoking areas at each facility. Ashtrays/urns are provided; tenants are requested to not dispose of cigarette butts in flowerbeds or grounds area. There is no smoking allowed within 30 feet of any entrance/exit door for all facilities.

Americans with Disabilities Act (ADA)

The provisions of ADA cover all public entities, activities, and services. One of the important provisions of the act that jointly impacts OSB and its tenants is facility accessibility. Architectural barriers must be eliminated making both new construction and alterations "accessible", and/or include an "accessible path of travel" to all "primary function areas." In order to meet the prescribe requirements; OSB performs compliance evaluations which are limited to only the "common area" of the buildings. This includes all exterior areas, corridors, toilet-rooms, stairs, elevators, concession area, lobbies, public meeting rooms and, generally all areas not within that of any agency / tenant. The tenant agency is responsible for ADA compliance within their respective areas. A copy of OSB's evaluation form for ADA compliance is available from the Architectural Division Manager upon request.

Notices, Advertisements and Soliciting

Solicitation is not permitted within the building, or on its grounds and parking lots. The Facility Manager will display appropriate notices for the prohibition of solicitation. Bulletin boards are provided in various places throughout the building for posting purposes. Notices and advertisement postings are limited to these bulletin boards. Posting items on doors, walls, hallways, or windows in the common areas is prohibited and will be strictly enforced and removed without notice.

Inmate Labor

OSB contracts with Prison Enterprises to utilize offenders to perform custodial and ground services for the majority of the facilities in the Baton Rouge Region. In buildings where these services are utilized, offenders can be readily identified by the jumpsuits they wear (dark green) with the appropriate correctional institute name stenciling. If you have any questions or concerns about offender relations, please address them to the correctional guard on duty in your building. If, however, you have a concern about the quality of the services being performed, you should contact the Work Control. It is requested that the following "do and don't" list, be disseminated and adhered to by your staff while the offenders are performing their services:

Prisoner Responsibilities

- No offender shall have under his immediate control any drugs, alcoholic beverages, weapons, cash money, syringes or any other item not permitted by institutional policy. If you have any questions regarding whether an item is contraband, please check with the offender's supervisor (DCI employees).

- No offender shall commit or threaten physically or verbally to commit bodily harm upon any person.

- No offender shall engage in disruptive and boisterous behavior.

- No employee shall be subject to unsolicited, non-threatening, or abusive conversation; correspondence or phone calls by inmates. Offenders shall address employees by proper title or by "Mr., Mrs., Miss., or Ms.", whichever is appropriate.

- No offender shall bribe, influence or coerce anyone to violate institutional policies, procedures, rules or state or federal laws or attempt to do so.

- No offender shall operate or participate in any game.

- No offender shall invade the privacy of an employee with unsolicited, non-threatening, affectionate or overly sexual conversation, correspondence or phone calls.

- Offenders must be in the areas assigned to them at all times and must perform their tasks with reasonable speed and efficiency. Any offender that refuses to work will be returned to DCI.

Tenant Responsibilities

- Employees **shall not** engage in conversation with an offender other than simple courtesies. An employee should not respond to questions, interact in conversation, ask work related questions or give instructions to an offender. If conversation is required other than the most simple and brief, the correctional officer ***must*** be contacted.

- Employees **shall not** correspond with an offender by phone, mail, note or any other method.

- Employees **shall not** mail letters or any other articles for an offender.

- Employees **shall not** be affectionate with an offender to include casual touching, either alone or in the presence of others or develop any type of relationship with an offender, his family or friends.

- Employees **shall not** call or accept calls from an offender, his family or friends. If you should receive a call either from an offender, reject it and report it immediately to a correctional officer or the institution.

- Employees **shall not** allow an offender to use any telephone and should report any use of a telephone to a correctional officer immediately.

- Do not leave valuables, office supplies or contraband (i.e. jewelry, scissors, letter openers, money, cigarettes, lighters, weapons, alcohol, drugs, medication, postage stamps, or cell phones) where it would be accessible to an offender. These items should be secured at all time. If you have any questions as to what is considered contraband, please consult with a correctional officer.

- Employees **shall not** give anything to an offender (i.e. money, cigarettes, candy, pictures, and telephone numbers). Nor should an employee accept anything from an offender (i.e. painting, drawings, poems, correspondence).

- Employees **shall not** bribe, influence or coerce an offender or his family or friends to violate institutional policy, procedures, rules or state or federal laws (or attempt to).

- Any employee who is related to or acquainted with an offender assigned to the building in which they work, **must** report this to their supervisor and/or correctional officer immediately.

- Employees **shall not** leave on their desk or discard into garbage cans any materials containing personal information (i.e. home address, bills, social security number, bank information, credit cards, credit card receipts or statements).

- Employees should secure their personal computers when not in use and memorize computer passwords. Do not leave them written where an offender can easily read it.

- Employees **shall not** assign an offender work outside their regular work area. All communications and/or jobs regarding and offender ***must*** be directed to a correctional officer.

Interior Plant Policy

The addition of interior plants to offices administered by the Division of Administration Office of State Buildings must follow the policy set forth in this document. This policy has been set to protect the interior surfaces of state office buildings, protect the health of employees working in these facilities, insure the aesthetic quality of the building, and insures good pedestrian traffic flow through the offices.

- Desktop plants may be brought to the office for the enhancement of the work place.
- No plants are to be placed on the floor or on overhead storage bins.
- All plants must be set in saucers that are large enough to catch run off from the plants when watered. Foil from florists and thin plastic liners on baskets are inadequate and will not function as a saucer.
- Plants must be treated at home with insecticides or fungicides. They may be returned when they are insect and disease free and no longer in need of treatment.
- Ivies must be contained and not allowed to vine along shelves, windows, and other furniture.

Interior Decorations Policy

The addition of interior decorations to offices administered by the Division of Administration Office of State Buildings must follow the policy set forth in this document. This policy has been set to protect the interior surfaces of state office buildings, protect the health of employees working in these facilities, insure the aesthetic quality of the building, and insures good pedestrian traffic flow through the offices.

- Decorations should be limited to interior of offices and cubicles; decorations should not interfere with other offices and cubicles. (Examples would include but not limited to Banners, Streamers, etc…)
- All types of lighting (Examples would include but not limited to Christmas, Mardi Gras, Sports) will be limited to the interior of cubicles and offices. No lighting or decorations will be allowed to be wrapped around cubicles or around office doors.
- No lighting or decorations are to be hung from ceiling light fixtures, ceiling grids or Fire Alarm devices located within the facility.
- Decorations are allowed on desktop and workspaces in offices and cubicles. Decorations are not allowed to be taped or glued to doors, walls or other areas that may be damaged by tape or glue. (Examples would include but not limited to Christmas cards, Mardi gras mask, sports pennants or banners.)
- Decorations are allowed in agency entrance lobbies but should follow all above restrictions.
- Curtains/Blinds are not allowed except those supplied by OSB or unless specifically approved by OSB.

Agency/Building Events

All events of any type (i.e. Fund raisers, book sales, plant sales, food/bake sales, etc.) must be requested in writing and in advance to the Operations Manager (Ronald.Gilbert@LA.GOV) of the Office of State Buildings. Only event requests that are non-profit will be considered, "for profit" and "partial profit" events will typically not be allowed.

Please refer to the OSB webpage http://www.doa.louisiana.gov/bg/bg.htm "Forms, OSB-6" for a copy of the document to be filled out. The form can be e-mailed to the above personnel or faxed (225) 219-4810 to the "Attention" of Manager of Operations Division.
The request will need to include, but not limited to the following:

- Description of event being requested
- Building area (inside or outside) that event will be held.
- Building location (lobby, room, floor) that event will be held.
- Contact Person and contact numbers (i.e. office, cell phone, fax, etc.)
- Dates and Times of event
- Anticipated number of people to attend

Building Fire Evacuation Procedures

DO NOT USE THE ELEVATORS IN ANY EVACUATION SITUATION

The Office of State Buildings

OSB provides guidance, supervision, and the development and implementation of the evacuation plan, and to review, critique, and edit it for compliance with all applicable building, fire and any other related codes before it is instituted.

In the event of an emergency, all building occupants have specific responsibilities to perform to insure a safe, orderly, and speedy evacuation. The following pages are devoted to identify the safety related responsibilities of all building occupants.

Building Occupants

It is the responsibility of all occupants to:

1. Know your Evacuation (Floor/Section) Warden and Assistant Warden.
2. Be thoroughly familiar with the Evacuation Procedures of your section.
3. Follow all instructions given by your Warden and/or Assistant Warden.
4. Know where the designated primary and secondary fire exits are for your area.
5. Be familiar with the location of all fire exits in the event that you are not in your regular work area during an evacuation.
6. Request all visitors to accompany a building occupant in the evacuation.
7. Remain calm and quiet. Quickly proceed downward via the stairwells to the Ground floor and then to the designated assembly area. A normal (vs. leisurely) pace will insure your safety and that of your coworkers.
8. Proceed to and remain in your designated assembly area until you are notified by your Floor/Section Warden that an "all clear" has been given and it is safe to re-enter the building.

If building occupant or visitor should discover a fire, or if you see or smell smoke which could indicate the presence of fire, you should:

1. Activate the manual pull station closest to you.
2. Call 911 and report the situation, your building name, address and floor. Stay on the line until the 911 operator releases you.
3. Any personal items that you deem necessary should be taken with you, if possible, in the event you cannot re-enter the building.
4. Close (but do not lock) all doors and evacuate the area.

Evacuation Safety Organization

The evacuation safety organization of the Building shall be established and staffed as follows:

1. Evacuation Safety Director
2. Deputy Evacuation Safety Director
3. Floor/Section Wardens
4. Assistant Floor/Section Warden
5. Assistants and Alternates for the Physically Challenged

RESPONSIBILITIES:

Evacuation Safety Director and Deputy

1. The Director will ensure that all Floor/Section Wardens, Assistants for the Physically Challenged and All Assistants are assigned for each section on each floor.
2. Upon notification of a building emergency, report to the command area location in the assembly areas.
3. Collect information from each Warden or Assistant on head counts, names of those who are unaccounted for as well as those who are in need of assistance.
4. Assure that the Emergency Response Personnel are advised and updated on any changes regarding the occupants to be accounted for and their locations.
5. Upon notification by the Emergency Response Personnel that the emergency is over and that the facility is safe to re-enter, dismiss and/or issue the "all clear" to the employees and visitors in the assembly areas.

Floor/Safety Wardens and Assistants

1. Be thoroughly familiar with the Emergency Evacuation Procedures for the building in general and your group/floor in particular including the locations of ire pull stations and the primary and secondary exits routes.
2. Know where the primary and secondary lire exits and stairwell(s) are located.
3. Ensure that all walkways/corridors are free of obstructions, EXIT lights are illuminated and that any other lire/life safety deficiencies are reported to the Evacuation Safety Director.
4. Will have an up to date list of all Physically Challenged persons and assigned Aid(s).
   A sample form that can be used for this purpose appears at the end of these procedures
5. Ensure that new employees in your area are fully familiar with the Emergency Evacuation Procedures and are shown the exits and assembly area assigned to them.
6. Maintain a current listing of all employees in your area to ensure an accurate roll call upon arrival at your assigned location in the assembly area.
7. If a fire should occur in your area, activate the manual pull station closest to you, Call 911 to report the location of the fire (Floor, Section, Floor and address) and, when released by the operator, start the evacuation procedure.
8. Ensure that all employees in your area are aware of the evacuation when activated and that they all comply with the procedures.
9. Check all rooms in your area including restrooms (male and female) to ensure that no one is left behind and close all office doors prior to your leaving the area.
10. Upon arrival at your designated assembly area, take an accurate roll call to ensure that everyone is properly accounted for from your area, utilizing your current employee listing.
11. If anyone is unaccounted for from your area, report the name(s) and regular work area location to the Evacuation Safety Director.
12. Keep all employees from your area assembled in your designated area until properly dismissed by the Evacuation Safety Director.

All Floor/Section Wardens are responsible for notifying the Facility Emergency Evacuation/Safety Coordinator if someone new (employee or visitor) requires assistance during an evacuation.

Assistants and Alternates for the Physically Challenged

1. Volunteer Assistants, proceed immediately to your assigned employee's work station and assist him/her to move to the rendezvous area outside the assigned exit stairwell.
2. If your assigned employee is hearing or sight impaired, take him/her by the hand and lead the employee to the rendezvous area outside the exit stairwell.
3. If the assigned employee is not at his/her regular workstation, proceed to the assigned rendezvous area and wait.
4. If the assigned employee fails to appear within a reasonable amount of time, exit the facility and report immediately to your Warden or Assistant Warden that your assigned employee was not in the regular work area and did not appear at the exit.
5. If you are not in your regular work area when an evacuation is sounded, DO NOT attempt to return. You should exit the facility by following the route taken by employees in the area you are in and then immediately report the circumstances to your Warden or Assistant Warden.

Physically Challenged Employees

1. Volunteer Assistants have been assigned to Physically Challenged employees to guide them to their assigned exit stairwell location and to stay with them until there is no further traffic from floors above you. At that time you may move or be moved by your Volunteer Assistants into the stairwell (which is a 2 hour rated area) to await assistance from Emergency Rescue Personnel.
2. If you are at your regular workstation when an evacuation is sounded, wait for your assigned Volunteer Assistant to assist you to the assigned exit stairwell location.
3. If the assistant fails to appear, within a reasonable amount of time, or you are not at your workstation when the evacuation is sounded, notify the Floor Warden or his/her Assistant for assistance.
4. If the Emergency Rescue Personnel feel that the situation requires that you be evacuated to the outside assembly area, stay in this assembly area until the "all clear" is given. and all employees are allowed to reenter the building.

Building Maintenance Personnel

1. To investigate the location and source of the alarm at the annunciator panel.
2. To transmit the findings to co-workers.
3. To notify DPS, the monitoring service and the OSB Service Center of the findings.
4. To meet the first responding BRFD truck, communicate all findings and answer questions about the alarm, inhabitants, evacuation assembly areas and building specific information as requested.
5. To work with DPS in notifying the tenants when it is safe to re-enter the building.

DPS Personnel

1. To keep Fire Areas and Lanes clear for emergency vehicles.
2. To shut down traffic on road(s) where building tenants are exiting.
3. To assist in canvassing assembled groups to determine numbers and locations of people who are unaccounted for or needing evacuation assistance.
4. To maintain crowd control.
5. To assist Building Maintenance in advising tenants when it is safe to re-enter the building.

Building Security Guards

1. Ensuring that no persons be permitted entrance into the building until the "All Clear" is announced.
2. To exit the building after the Firemen arrive and then take up a position outside a front door.

EMERGENCY EVACUATION DRILLS

Evacuation drills will be conducted on an annual basis (minimal). These drills will involve all personnel occupying the building. As part of and prior to these drills, Evacuation Safety Personnel will be expected to attend refresher reviews.

Evacuation drills will be conducted in conjunction with the BRFD, DPS, Johnson Controls and Office of State Buildings' personnel. Evaluation reports will be kept by the Facility Maintenance Manager and the Loss Prevention Manager of the Office of State Buildings and will be available upon request for annual Office of Risk Management Audit purposes.

WHEN THE ALARM SOUNDS

1. The Floor/Section Warden will

a. Put on their identification vests or hats.
b. Put the evacuation plan into action.
c. Take their place at their assigned Exit Stairwell position.
d. Encourage a prompt but orderly evacuation.
e. Ensure that all areas of the floor/section, including restrooms, are vacated.
f. Not leave the floor until all Deputy Wardens and the Assistants for the Physically Challenged have checked in and assuring that their respective areas are clear.
g. Upon arrival at the designated assembly area, perform a head count to verify that all regular occupants of their floor/section have been evacuated.
h. Notify the Evacuation Safety Director or Deputy of the count and of anyone not accounted for.

2. The Deputy Warden will

a. Put on their identification vests or hats.
b. Assume the duties of the Floor/Section Warden if the Warden is not in position.
c. Assist the Wardens in any way possible.
d. Prevent access to Elevators and direct those searching for evacuation routes to the nearest stairwell.

3. Assistants for the Physically Challenged will

a. Put on their identification vests or hats.
b. Locate the physically challenged person to whom they are assigned and ensure that the person is moved to the entrance of the stairwell.
c. Assist the physically challenged person (s) into the stairwell landing AFTER ALL PERSONS FROM THE FLOOR ABOVE AND OWN FLOOR HAS EXITED to await assistance from Emergency Rescue personnel.
d. Notify the Floor/Section Wardens that their physically challenged person is accounted for in the stairwell and awaiting rescue.

4. Building Occupants will

a. Shut down PCs (if time permits);
b. Take any personal items and visitors with you and;
c. Evacuate the building and assemble with your floor/section in your assigned location.

EMERGENCY EVACUATION ROUTES and ASSEMBLY AREAS

Evacuation plans by floor with primary exit routes indicated have been developed and will be posted at strategic locations on each floor. You will see that each floor is divided into two sections and these are color coded to indicate the primary stairwell to utilize in evacuating the building.

EVACUATION FLOOR/SECTION WARDEN CHECK LIST

Evacuation Safety Director:
Deputy Evacuation Safety Director:
Evacuation Floor/Section Warden:
Assistant Evacuation Floor/Section Warden:
Section is located on the side of the Floor(s) of the Building.
Number of Employees in Section (normally):
Evacuation Assembly Area:
Section or Group:

EMERCENCY EVACUATION ASSISTANCE LIST

Information effective as of
Persons Requiring Assistance in evacuating the building:
Name:
Where employee will be waiting:

"Appendix A"

City/Building	Hours	Non-Emergency Security Telephone#	Emergency Telephone
ALEXANDRIA			
Alexandria State Office Bldg	6a.m.-6p.m. Mon.-Fri. After hours	DPS officer on duty Alexandria Office Bldg. (318) 767-6026 Alexandria City Police (318) 449-5099	911
BATON ROUGE			
1st Circuit Court of Appeals	7:00 a.m.-8:30 p.m. Mon.-Fri. After hours	Court security officer 342-3601 or Ext 217,222,223,233 DPS Police 342-5911	911
Arsenal Museum	All hours	DPS Police 342-5911	911
B. R. State Office	All hours	DPS Police 342-5911	911
Bienville Building	All hours	DPS Police 342-5911	911
Brickyard Facility	All hours	DPS Police 342-5911	911
Capitol Annex	All hours	DPS Police 342-5911	911
Central Plant	All hours	DPS Police 342-5911	911
Champion A & B	All hours	Baton Rouge City Police 389-3831	911
Claiborne Bldg.	All hours	DPS Police 342-5911	911
DEQ Lab	All hours	DPS Police 342-5911	911
Governor's Mansion	All hours	DPS Police 342-5911	911
Galvez Garage	5:00 a.m. - 9 p.m. Mon.-Fri. After hours	callbox located in elevator and stairwells must call 911	911
Galvez Building	All hours	DPS Police 342-5911	911
Poydras	All hours	DPS Police 342-5911	911
Iberville Building	All hours	DPS Police 342-5911	911
ISB (Data Center)	All hours	DPS Police 342-5911	911
LaSalle Garage	5:00 a.m. - 9 p.m. Mon.-Fri. After hours	callbox located in elevator and stairwells must call 911	911
LaSalle Building	All hours	DPS Police 342-5911	911
Old Governor's Mansion	All hours	DPS Police 342-5911	911
Pentagon A, B, C, D	All hours	DPS Police 342-5911	911
Service Center	All hours	DPS Police 342-5911	911
State Capitol	All hours	DPS Police 342-5911	911
State Library	All hours	DPS Police 342-5911	911
Visitor Center/Garage	All hours	DPS Police 342-5911	911
Wooddale Tower	All hours	Baton Rouge City Police 389-3831	911

"Appendix A"

LAFAYETTE		
Brandywine 3	6a.m.-6p.m. DPS officer on duty Mon.-Fri. Brandywine 3 (337) 262-1351 After hours Lafayette City Police (337) 291-8613	911
Brandywine 6	6a.m.-6p.m DPS officer on duty Mon.-Fri. Brandywine 6 (337) 262-1351 After hours Lafayette City Police (337) 291-8613	911
MONROE		
Monroe State Office Bldg	6a.m.-6p.m. DPS officer on duty Mon.-Fri. Monroe Office Bldg. (318) 362-4296 After Hours Monroe City Police (318) 329-2600	911
NEW ORLEANS		
Harvey State Office Bldg	6 a.m.-6 p.m. DPS officer on duty Mon.-Fri. Harvey Office Bldg. (504) 361-6015 After hours Jefferson Parish Sheriff's Dept. (504) 349-5322	911
State Supreme Court	All hours Court Security (504) 310-2459	911
SHREVEPORT		
2ND Circuit Court of Appeal	8:00 a.m.-8:00 p.m. Court Security officer on duty Mon.-Fri. 2nd Circuit Court of Appeal (318) 227-3705 After hours Shreveport City Police (318) 675-2150	911
Jordan Street Bldg	8:00 a.m.-4:00 p.m. DPS officer on duty Mon.-Fri. Shreveport State Office Bldg (318) 676-7443 After hours Shreveport City Police (318) 675-2150	911
Shreveport State Office Bldg	8:00 a.m.-4:00 p.m. DPS officer on duty Mon.-Fri. Shreveport State Office Bldg. (318) 676-7443 After hours Shreveport City Police (318) 675-2150	911