

BIENVILLE SECURITY PROCEDURES

To best protect employees and visitors of the Bienville Building, and bring LDH headquarters in line with security protocols of other state buildings, we are implementing some enhancements to our building's security procedures, effective June 14, 2010. One of the biggest changes building-wide is that each floor's elevator lobby doors will be locked and require a Bienville employee badge to be accessed and opened.

All employees of the Bienville Building are issued State ID badges by the Office of State Buildings. The forms are available in HR and the Security Manager/Coordinator office. They must be signed by one of the authorized signers for badges. All employees are required to wear their employee ID badge in sight while in the building. Those who forget their ID badge must sign in and will be issued a temporary badge for that day. All employees will have access to the building from 5:00am to 6:00pm Monday through Friday. Employees will have access to the Galvez Parking Garage 24/7.

The building will be locked at 6:00pm and unlocked at 5am automatically via the security system. Access to the building after normal business hours will require an additional access on their cards. This can be obtained by their supervisor requesting after-hour access via e-mail to the Security Manager/Coordinator office. The email needs to explain why they need afterhours access and to what floors. After review the Security Manager/Coordinator will make the changes to the card. If an employee needs temporary access on the weekend they can have their supervisor request it by Noon on the Thursday before the weekend and temporary access can be granted.

VISITORS

A visitor is defined as anyone who does not have an ID badge that gives him/her access to the Bienville Building. This includes friends and family members of a LDH employee, LDH employees that are not housed in the Bienville Building, employees from other state agencies, including the governor's staff and those who work in the Capitol, as well as any other non-LDH employee.

All visitors must show a picture ID and will be issued a visitor's badge to be worn at all times while in the building. They will also be required to sign in and out. The only exception to this would be a visitor that is a state employee and has a picture ID badge issued by their agency. They will not be required to have a visitor's badge but will still be required to sign in and out.

Once signed in, security staff will contact the LDH Bienville staff member the visitor wishes to see. The employee will have to go to the first floor lobby and escort their visitor(s) to the meeting space. Once the meeting has ended, employees will need to escort their visitors to that floor's elevator lobby for departure from the building.

EMPLOYEES

All employees will be required to scan their badges at the first floor turn-style. Employees who forget their badges will be required to retrieve them for use throughout the building. If your badge is not working or you have lost it, contact the Security Manager/Coordinator office to get a replacement.

All office keys that are issued will be done so through the Security Manager/Coordinator office. Each employee is required to sign for their office keys and must return the key to the Security Manager/Coordinator office when they either leave LDH or move to another office.

There will be a deputy on duty at the front desk from 6:00am to 6:00pm. Along with the deputy there are two security personnel at the front desk.

Any questions should be directed to the Security Manager/Coordinator office at 225-342-3501 or 225-342-7524.



LDH Safety Manager

Issued August 16, 2008

Updated May 17, 2010

Updated May 19, 2015

Updated January 10, 2017

Updated November 14, 2017