



DIVISION OF SAFETY/SECURITY & ADMINISTRATIVE SERVICES

BIENVILLE BUILDING FLOOR WARDEN TRAINING

WHO ARE THE BIENVILLE BUILDING FLOOR WARDENS?

Timothy White Trina Hull				342-3501 342-7524				UPDATED 10/07/2024			
1st Floor				2nd Floor				3rd Floor			
Section 1 (Southwest)				Section 1 (Southwest)				Section 1 (Southwest)			
Primary	Name	Phone #	Sub/Ofc	Primary	Name	Phone #	Sub/Ofc	Primary	Name	Phone #	Sub/Ofc
Backup	Kyle Moppert	342-7551	157-1	Backup	Sharon Jackson	342-9063	271	Primary	T'Nia DuBose	342-2826	336-53
Secondary Backup	Keenan Glover	342-8959	170	Backup	Iryn Butler	439-7642	253-2	Backup	Arun Adhikari	342-7423	336-46
Section 2 (Northwest)				Section 2 (Northwest)				Section 2 (Northwest)			
Primary	Sean Nolan	342-7495	121-5	Primary	Tanya Murphy	342-8538	229	Primary	No Section 2		
Backup	Spencer Hilliard	342-0272	121-21	Backup	Jacquelyne Cobb	342-6769	216-14	Backup	No Section 2		
Section 3 (Northeast)				Section 3 (Northeast)				Section 3 (Northeast)			
Primary	Jeremy Harris	342-7471	121-7	Primary	Craig Gannuch	342-9527	237-15	Primary	Venetra Holiday	342-2390	321-38
Backup	Clark Broussard	342-7301	121-8	Backup	Client Goff	342-8492	216-29	Backup	Alisa Morris	342-0407	321-20
Section 4 (Southeast)				Section 4 (Southeast)				Section 4 (Southeast)			
Primary	Clay Trachtman	342-7548	146-17	Primary	Lora Bennett	301-5694	263	Primary	Ash-Leigh Garcia	342-7403	336-55
Backup	Judy Vercher	342-7653	146-12	Backup	Christy Sawyer	362-5544	256	Backup	Lisa Burt	219-7403	345
4th Floor				5th Floor				6th Floor			
Section 1 (Southwest)				Section 1 (Southwest)				Section 1 (Southwest)			
Primary	Summer Chaves	342-4344	447-24	Primary	Ashley Pea	342-5356	583	Primary	Dershell Smith	219-1722	663-23
Backup	Dominique Overstr	342-9532	447-12	Backup	Julie Richards	342-6254	543-1	Backup	Tiffany Martin	219-9732	663-40
Secondary Backup	BJ Stafford	342-8916	447-13	Secondary Backup	Keshia Harby	342-4380	572	Secondary Backup			
Section 2 (Northwest)				Section 2 (Northwest)				Section 2 (Northwest)			
Primary	Ashley Bouchereau	342-1562	416-12	Primary	William Patton	342-5525	516-2	Primary	Tracy Barker	342-8156	616-1
Backup	Thomas Prejean	342-4973	416-15	Backup	Kat Fedman	342-7135	520	Backup	Mary Norris	342-9201	616-5
Secondary Backup	Alex Arnold	342-0859	416-17	Secondary Backup				Secondary Backup			
Section 3 (Northeast)				Section 3 (Northeast)				Section 3 (Northeast)			
Primary	Misa Gosserand	342-1630	416-28	Primary Week 1	Eric Broussard	342-7498	516	Primary	Sue Fontenot	342-2768	635
Backup	XioBang Fang	342-8914	416-34	Primary Week 2	Cal Thomas	342-9330	526	Backup	Melwyn Wendt	342-6159	636
Secondary Backup	Nicole Harrell	342-0565	426	Secondary Backup				Secondary Backup			
Section 4 (Southeast)				Section 4 (Southeast)				Section 4 (Southeast)			
Primary	Kristie Bellelo	342-3511	447-29	Primary	Alicia Sims	342-4162	527-16B	Primary	Shenetta Hampt	342-5696	643-19
Backup	Robert Henson	342-6480	447-3	Backup	Vicki Breaux	342-1483	527-16A	Backup	Ashley McGowar	342-3855	636
Secondary Backup				Secondary Backup	Leon Spears	342-6933	527-10	Secondary Backup			
7th Floor				8th Floor				9th Floor			
Section 1 (Southwest)				Section 1 (Southwest)				Section 1 (Southwest)			
Primary	Kerry Diaz	342-5375	767-13	Primary	Anita Kelly	342-6477	881-6	Primary	Hannah Baham	342-2522	932-3
Backup	Ronee Chandler	342-8055	767-11	Backup	Carolyn Taylor	342-9341	881-2	Backup	Cali Carter	342-7092	947
Secondary Back-up				Secondary Back-up				Secondary Back-up			
Section 2 (Northwest)				Section 2 (Northwest)				Section 3			
Primary	Jennifer Ward	342-7925	716-46	Primary	Daijah Adams	342-9394	816-10	Primary	Margot McNeely	342-9010	920-06
Backup	Toria Favorite	342-4294	716-44	Backup	Clarissa Lujan	342-4302	816-1	Backup	Rudy Macklin	342-4886	920
Secondary Back-up				Secondary Back-up				Secondary Back-up			
Section 3 (Northeast)				Section 3 (Northeast)				Section 4 (Southeast)			
Primary	Christine Sullivan	342-9475	716-20	Primary	Cynthia Atwood	342-9513	816-35	Primary			
Backup	Tizi Robinson	219-4285	732	Backup	Melanie Ramson	219-3008	816-28	Backup			
Secondary Back-up				Secondary Back-up				Secondary Back-up			
Section 4 (Southeast)				Section 4 (Southeast)				Section 4 (Southeast)			
Primary	Ladricka Hill-Minor	620-2610	745-7	Primary	Jessica Mott	342-9268	853	Primary	yellow denotes information/vacancies to be filled		
Backup	Carol Jenkins	342-6943	745-31	Backup	Haley Williams	342-9835	874	Backup			
Secondary Back-up				Secondary Back-up				Secondary Back-up			

SAMPLE

FLOOR WARDENS...
DO YOU KNOW AREAS YOU ARE RESPONSIBLE FOR?

- BE SURE YOU ARE AWARE OF WHAT AREAS OF YOUR FLOOR YOU ARE RESPONSIBLE FOR.
- IF YOU DON'T KNOW, PLEASE CONTACT THE LDH SAFETY/SECURITY & ADMINISTRATIVE SERVICES DEPUTY DIRECTOR AT 225-342-7524.



BIENVILLE BUILDING STAIRWELL

- BIENVILLE BUILDING STAIRWELLS ARE THE SAFEST PLACE IN THE BUILDING AND ARE FIRE RATED FOR TWO (2) HOURS.
- IN THE EVENT OF A FIRE SMOKE DOES NOT COLLECT IN THE STAIRWELL BECAUSE OF BLOWERS ON THE ROOF FORCES AIR DOWN THE STAIRWELLS KEEPING SMOKE FROM COMING IN.



WHEN THE ALARM SOUNDS

- EVERYONE IS TO IMMEDIATELY HEAD TO THE NEAREST STAIRWELL; DO NOT EVER ASSUME IT'S A DRILL.
- NO ONE IS TO BRING DRINKS WHETHER ITS COVERED, OR NOT, AS IT IS A SPILL HAZARD.
- DO NOT TEXT/TALK ON CELL PHONE WHILE EVACUATING AS IT POSES A TRIP HAZARD.
- IF AWAY FROM WORKSTATION WHEN THE ALARM SOUNDS, DO NOT GO BACK TO YOUR DESK TO RETRIEVE BELONGINGS.
- TENANTS THAT SIT IN ENCLOSED OFFICES SHOULD SHUT THEIR DOORS, BUT DO NOT LOCK THEM, WHEN EVACUATING.
- FLOOR WARDENS ARE TO MAKE SURE THE AREA THEY ARE RESPONSIBLE FOR IS CLEAR OF ALL TENANTS/VISITORS.
 - INCLUDES CONFERENCE ROOMS, COPY ROOMS, KITCHENS, AND RESTROOMS.
- FLOOR WARDENS ARE TO BE THE **LAST** TO LEAVE THEIR AREA.



ONCE IN THE STAIRWELL



- TENANTS ARE TO PROCEED DOWN TO THE FIRST FLOOR.
 - TENANTS THAT NEED ASSISTANCE ARE NOTED ON THE SHELTER IN PLACE (SIP) LISTING AND SHALL WAIT TILL THEIR FLOOR TRAFFIC HAS CLEARED AND REMAIN IN THE DESIGNATED STAIRWELL ON THEIR FLOOR.
- EXIT OUT THE NORTHWEST EXIT (ACROSS FROM CONFERENCE ROOM 118) OR THE EAST EXIT (REAR OF BIENVILLE BUILDING)
- PROCEED TO THE FAR SIDE OF THE STATE MUSEUM ON THE SIDEWALK ALONG SPANISHTOWN ROAD
 - DO NOT STAND IN THE ROAD AS YOU MAY BE STRUCK BY ONCOMING TRAFFIC.
 - DO NOT GO INTO OTHER STATE BUILDINGS AS YOU MAY BE CONSIDERED “MISSING”



ONCE AT ASSEMBLY AREA (SPANISHTOWN ROAD)

- FLOOR WARDENS ARE TO CONDUCT A QUICK ASSESSMENT AND HOLD UP THEIR SIGN:
 - **GREEN** – ALL ASSIGNED TENANTS ARE ACCOUNTED FOR AND EVACUATED TO THE ASSEMBLY AREA.
 - **YELLOW** – ALL ASSIGNED TENANTS ACCOUNTED FOR WITH ONE (1) OR MORE SHELTERING IN PLACE IN THE PRE-DESIGNATED STAIRWELL (WEST).
 - **RED** – ONE OR MORE TENANTS IS NOT ACCOUNTED FOR OR THERE IS A MEDICAL EMERGENCY.

TENANTS THAT ARE SHELTERING IN PLACE (SIP)

- TENANTS THAT NEED SPECIAL ASSISTANCE LISTING SHALL BE UPDATED BY THE LDH SAFETY/SECURITY & ADMINISTRATIVE SERVICES DEPUTY DIRECTOR TWICE A YEAR VIA THE AGENCY'S SAFETY COORDINATOR.
- ALL SIP TENANTS SHALL REMAIN ON THEIR FLOOR BUT IN THEIR DESIGNATED STAIRWELL.
- IT IS RECOMMENDED THAT THE FLOOR WARDEN WAIT WITH THEIR SIP TENANT AND ASSIST THEM INTO THE STAIRWELL ONCE YOUR FLOOR'S EVACUATION TRAFFIC HAS CLEARED. THEN THE FLOOR WARDEN WILL EVACUATE ONCE THE SIP TENANT IS SAFE IN THE STAIRWELL.
- THE FIRE DEPARTMENT WILL HANDLE ANY RESCUE OPERATIONS SHOULD THEY BE NECESSARY.

ONCE AT ASSEMBLY AREA

- FLOOR WARDENS ARE TO ADVISE THEIR GROUPS TO STAY TOGETHER (PAST THE STATE MUSEUM ALONG SPANISHTOWN ROAD).
- FLOOR WARDENS SHALL HOLD THEIR SIGNS HIGH IN THE AIR SO DPS AND DSSAS STAFF CAN SEE THEIR SIGNS.

SAFETY

WAIT FOR FURTHER GUIDANCE

- TENANTS SHOULD WAIT FOR FURTHER GUIDANCE OR AN “ALL CLEAR NOTICE” ISSUED BY THE LDH SAFETY/SECURITY & ADMINISTRATIVE SERVICES DIRECTOR OR A DEPARTMENT OF PUBLIC SAFETY OFFICER.



“ALL CLEAR” TO RE-ENTER FACILITY



- IF IT IS SAFE TO RETURN, TENANTS ARE **RECOMMENDED** TO UTILIZE THE FIRE STAIRWELL(S) TO RETURN TO THEIR DESIGNATED WORK AREA.
- ELEVATORS WILL BE DELAYED SINCE THEY MUST BE RESET FOR BUSINESS OPERATIONS. THIS MAY CAUSE CROWDING IN THE MAIN ELEVATOR LOBBY.
- IF IT IS NOT SAFE TO RETURN, GUIDANCE WILL BE PROVIDED BY THE LDH SAFETY/SECURITY & ADMINISTRATIVE SERVICES DIRECTOR OR A DEPARTMENT OF PUBLIC SAFETY OFFICER.

LDH SAFETY/SECURITY & ADMINISTRATIVE SERVICES RESPONSIBILITIES

- IMMEDIATELY INVESTIGATE THE LOCATION AND SOURCE OF THE ALARM AT THE ANNUNCIATOR PANEL.
- UNLOCK FIRE PANEL CONTROL DOOR
 - NOTIFY OSB FACILITY MANAGERS OF ALARM AND LOCATION.
 - NOTIFY JOHNSON CONTROL OF ALARM AND LOCATION.
 - NOTIFY DEPARTMENT OF PUBLIC SAFETY (DPS) OFFICER OF ALARM AND LOCATION.
- MEET WITH THE FIRST RESPONDING FIRE TRUCK AND COMMUNICATE ALL FINDINGS AND ANSWER ANY QUESTIONS ABOUT THE ALARM, INHABITANTS, EVACUATION ASSEMBLY AREA, AND BUILDING SPECIFIC INFORMATION AS REQUESTED.
- MONITOR FRONT AND REAR EXIT(S) TO ENSURE THE DOCUMENT OF ANY **YELLOW** AND **RED** SIGNS.
- WORK WITH DPS IN NOTIFYING TENANTS WHEN IT IS SAFE TO RE-ENTER THE BIENVILLE BUILDING.



DEPARTMENT OF PUBLIC SAFETY OFFICER



- KEEP FIRE AREAS AND LANES CLEAR FOR EMERGENCY VEHICLES.
- SHUT DOWN TRAFFIC/ROADS WHERE TENANTS MAY BE EVACUATING FROM.
- ASSIST IN CANVASSING ASSEMBLED GROUPS TO DETERMINE NUMBERS AND LOCATIONS OF TENANTS WHO ARE UNACCOUNTED FOR, NEEDING MEDICAL ATTENTION, OR NEEDING EVACUATION ASSISTANCE.
- MAINTAIN CROWD CONTROL.
- ASSISTS THE LDH SAFETY/SECURITY & ADMINISTRATIVE SERVICES DIRECTOR IN NOTIFYING TENANTS WHEN IT IS SAFE TO RE-ENTER THE BIENVILLE BUILDING.

BIENVILLE BUILDING SECURITY GUARDS (BY NUMBER)



- **#1 FRONT DESK SECURITY GUARD**
 - ENSURE THAT NO TENANT IS ENTERING OR EXITING THE BUILDING FROM THE MAIN FRONT ENTRANCE.
 - ONCE FIRE DEPARTMENT ARRIVE, TAKE UP A POSITION OUTSIDE THE FRONT MAIN ENTRANCE AND KEEP AREA CLEAR FROM ONLOOKERS AND TENANTS. ALL TENANTS ARE TO USE DESIGNATED EXITS ONLY.
- **#2 EMPLOYEE TURNSTILE SECURITY GUARD**
 - ENSURE TENANTS DO NOT EXIT OUT THE EMPLOYEE ENTRANCE HALL WAY
 - ONCE FIRE DEPARTMENT ARRIVE, TAKE UP A POSITION OUTSIDE THE FRONT MAIN ENTRANCE AND KEEP AREA CLEAR FROM ONLOOKERS AND TENANTS. ALL TENANTS ARE TO USE DESIGNATED EXITS ONLY.
- **#3 VISITOR TURNSTILE SECURITY GUARD**
 - ENSURE TENANTS EXIT OUT FRONT DOOR LOCATED ACROSS FROM CONFERENCE ROOM 118 ONLY.
 - HOLD DOOR OPEN AND ENSURE NO ONE RE-ENTERS UNTIL AN ALL CLEAR HAS BEEN ISSUED BY LDH SAFETY/SECURITY & ADMINISTRATIVE SERVICES DIRECTOR OR A DPS OFFICER.
- **#4 LOADING DOCK SECURITY GUARD**
 - ENSURE TENANTS EXIT OUT AND PROCEED TO DESIGNATED ASSEMBLY AREA IN REAR AND DO NOT GO TO THE PARKING GARAGE (TO THEIR CAR)
 - ONCE EVACUATED PROCEED TO EMPLOYEE ENTRANCE AND ENSURE NO TENANT ENTERS THE BIENVILLE BUILDING UNTIL ALL CLEAR HAS BEEN ISSUED BY LDH SAFETY/SECURITY & ADMINISTRATIVE SERVICES DIRECTOR OR A DPS OFFICER.

QUESTIONS/CONCERNS



LDH SAFETY/SECURITY & ADMINISTRATIVE SERVICES DEPUTY DIRECTOR

225-342-7524

LDH SAFETY/SECURITY & ADMINISTRATIVE SERVICES DIRECTOR

225-342-3501

THANK YOU



 **LOUISIANA**
DEPARTMENT OF HEALTH
Division of Safety/Security & Administrative Services