



DIVISION OF SAFETY/SECURITY & ADMINISTRATIVE SERVICES

BIENVILLE BUILDING FLOOR WARDEN TRAINING

WHO ARE THE BIENVILLE BUILDING FLOOR WARDENS?

1st Floor

	Name	Phone #	Cube/Otc
Section 1 (Southwest)			
Primary	Kyle Moppert	342-7551	157-1
Backup	Keenan Glover	342-8959	170
Section 2 (Northwest)			
Primary	Sean Nolan	342-7495	121-5
Backup	Spencer Hillyard	342-0272	121-21
Section 3(Northeast)			
Primary	Jeremy Harris	342-7471	121-7
Backup	Clark Broussard	342-7301	121-8
Section 4 (Southeast)			
Primary	Clay Trachtman	342-7548	146-17
Backup	Judy Vercher	342-7653	146-12

4th Floor

	Name	Phone #	Cube/Otc
Section 1 (Southwest)			
Primary	Lance Euchaski	342-4373	447-22
Backup	Dominique Overst	342-9532	447-12
Secondary Backup	BJ Stafford	342-8916	447-13
Section 2 (Northwest)			
Primary	Ashley Boucherea	342-1562	416-12
Backup	Tommy Prejean	342-4973	416-15
Secondary Backup	Kisha Thomas	342-6818	416-13
Section 3(Northeast)			
Primary	Misa Gosserand	342-1630	416-28
Backup	XioBang Fang	342-8914	416-34
Secondary Backup	Marisa Beard	342-2250	444
Section 4 (Southeast)			
Primary	Kristie Bellelo	342-3511	447-29
Backup	Ailiyah Goins	342-8944	447-55a
Secondary Backup	Robert Henson	342-6480	447-34

7th Floor

	Name	Phone #	Cube/Otc
Section 1 (Southwest)			
Primary	Ronee Chandler	219-2329	767-11
Backup			
Section 2 (Northwest)			
Primary	Jennifer Ward	342-7925	716-46
Backup	Calandra Ringo	219-4008	716-44
Section 3(Northeast)			
Primary	Christine Sullivan	342-9475	716-20
Backup	Tizi Robinson	219-4285	732
Section 4 (Southeast)			
Primary	Veronica Dent	342-3238	749-1
Backup			

2nd Floor

	Name	Phone #	Cube/Otc
Section 1 (Southwest)			
Primary	Sharon Jackson	342-9063	271
Backup	Morgan Kelley	219-0223	276
Section 2 (Northwest)			
Primary	Tanya Murphy	342-8538	229
Backup	Jackie Cobb	342-6769	216-14
Section 3(Northeast)			
Primary	Craig Gannuch	342-9527	237-15
Backup	Cleat Goff	342-8492	216-29
Section 4 (Southeast)			
Primary	Kaylin Ricard	572-1358	253-23
Backup	Kimberly Anderson	454-7842	253-41

5th Floor

	Name	Phone #	Cube/Otc
Section 1 (Southwest)			
Primary	Demarco Winfrey	342-4208	543-14
Backup	Juliette Richardson	342-6254	543-1
Section 2 (Northwest)			
Primary	William Spatafora	342-7125	516-2
Backup	Kate Friedman	342-7135	520
Section 3(Northeast)			
Primary Week 1	Dorothy Taylor	342-7498	516-13
Primary Week 2	Allysa Oliveto	342-0775	516-15
Backup	Nathan Vitale	342-9330	526
Section 4 (Southeast)			
Primary	Alicia Sims	342-4162	527-16B
Backup	Vicki Breaux	342-1483	527-16A

8th Floor

	Name	Phone #	Cube/Otc
Section 1 (Southwest)			
Primary	Anita Kelly	342-6477	881-6
Backup	Carolyn Taylor	342-9341	881-2
Section 2 (Northwest)			
Primary	Hannah Bahm	342-5502	816-5
Backup	Paula Waguespack	342-4302	816-1
Section 3(Northeast)			
Primary	Cynthia Atwood	342-9513	816-35
Backup	Dean Andrus	342-0345	833
Section 4 (Southeast)			
Primary	Jessica Mott	342-9268	853
Backup	Haley Williams	342-9835	874

3rd Floor

	Name	Phone #	Cube/Otc
Section 1 (Southwest)			
Primary	Shanna Williams	342-2826	336-53
Backup	Arun Adhikari	342-7423	336-46
Section 2 (Northwest)			
Primary	No Section 2		
Backup	No Section 2		
Section 3(Northeast)			
Primary	Venetra Holiday	342-2390	321-38
Backup	Alisa Morris	342-0407	321-20
Section 4 (Southeast)			
Primary	Lisa Burt	219-7403	345
Backup	Tyreeka Ledoux	342-5073	336-11

6th Floor

	Name	Phone #	Cube/Otc
Section 1 (Southwest)			
Primary	Dershell Smith	219-1722	663-23
Backup	Darrell Curtis	342-8960	663-14
Section 2 (Northwest)			
Primary	Tracy Barker	342-8156	616-3
Backup	Mary Norris	342-9201	616-5
Section 3(Northeast)			
Primary	Sue Fontenot	342-2768	616-3
Backup	Melwyn Wendt	342-6159	636
Section 4 (Southeast)			
Primary	Danita Jones-Kitts	342-9042	643-20
Backup	Shalonda Griffin	342-8662	643-31

9th Floor

	Name	Phone #	Cube/Otc
Section 1			
Primary	Ashely Peak	342-6726	942
Backup	Char Prentiss	342-3417	932-3
Section 3			
Primary	Elizabeth Melilio	342-9010	920-06
Backup	Rudy Macklin	342-4886	920

yellow denotes vacancies to be filled

OUTSIDE MONITORS - Stands right outside building and looks at signs to report problems to Trina Hull at 955-2145

West / Front of the Building	Floors	East / Back of the Building	Floors
Primary	Yuanda Zhu 342-7432 1-4	Primary	Elizabeth Pourciau 342-1562 1-4
Backup	Brittney Dillard-F 342-7780 1-4	Backup	Tonja Collier 342-0415 1-4
Primary	Christy Sawyer 342-6137 5-9	Primary	Felicia Cook 342-9377 5-9
Backup	Hollette Flowers 342-1981 5-9	Backup	Danny Adams 342-8610 5-9

**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 BIENVILLE BUILDING COORDINATOR 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 WEST 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 BIENVILLE BUILDING COORDINATOR TWICE A YEAR VIA THE AGENCY'S SAFETY COORDINATOR'S.
- ALL SIP TENANTS SHALL REMAIN ON THEIR FLOOR BUT IN THE WEST 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 MONITORS CAN SEE THEIR SIGNS.

S**A****F****E****T****T****Y**

WAIT FOR FURTHER GUIDANCE

- TENANTS SHOULD WAIT FOR FURTHER GUIDANCE OR AN “ALL CLEAR NOTICE” ISSUED BY THE BIENVILLE BUILDING COORDINATOR/MANAGER OR THE 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 SAFETY COORDINATOR/MANAGER OR THE DEPARTMENT OF PUBLIC SAFETY OFFICER.

BUILDING COORDINATOR/MANAGER 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 BIENVILLE BUILDING COORDINATOR/MANAGER IN NOTIFYING TENANTS WHEN IT IS SAFE TO RE-ENTER THE BIENVILLE BUILDING.

BIENVILLE BUILDING SECURITY GUARDS (BY NUMBER)



- #1 ENSURE THAT NO TENANT IS ENTERING THE BUILDING FROM THE MAIN FRONT ENTRANCE.
- #1 ENSURE NO TENANT IS EXITING THE BUILDING FROM THE MAIN FRONT ENTRANCE.
 - #1 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 ENSURE TENANTS DO NOT EXIT OUT THE EMPLOYEE ENTRANCE HALL WAY
 - #2 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 ENSURE TENANTS EXIT OUT AND PROCEED TO DESIGNATED ASSEMBLY AREA IN REAR AND DO NOT GO TO THE PARKING GARAGE (TO THEIR CAR)
 - #3 ONCE EVACUATED PROCEED TO EMPLOYEE ENTRANCE AND ENSURE NO TENANT ENTERS THE BIENVILLE BUILDING UNTIL ALL CLEAR IS GIVEN BY BIENVILLE BUILDING COORDINATOR/MANAGER.

QUESTIONS/CONCERNS



BIENVILLE BUILDING COORDINATOR

225-342-7524

BIENVILLE BUILDING MANAGER

225-342-3501

THANK YOU



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