**IN CASE OF FIRE**

**Call Building Management** (596-3071 or 596-3074)
and tell them the situation and your exact location.

**Building Management will notify 911.**

Alert all staff on your floor and activate the fire alarm.

If you cannot safely extinguish the fire:
— Evacuate the area.
— Close, but do not lock, all doors as you leave.
— DO NOT USE ELEVATORS—use the stairwells.

For a true Emergency, **Call 911** even if the alarm is going off.

**PLAN AHEAD— Know all exit stairwells, alarm stations, and fire extinguisher locations**

**WHAT TO DO:**

- Respond quickly, but calmly.
- Go to the *designated stairway.*
  *marked w/ signs for each floor @ Howard Ave.*
- Keep to the right side of the stairs and use the handrail.
- Clear emergency stairwell doors.
- Assist handicapped personnel.
- Search office space and restrooms for all personnel.

For questions, please refer to the Handbook In Case of Fire, or call Building Management at (504) 596-3071.

**ARCHDIOCESE OF NEW ORLEANS**

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