

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.



FIRE SAFETY AWARENESS



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NEW ORLEANS