

# 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**