



DEPARTMENT OF CONSERVATION AND ENERGY (C&E) EMERGENCY PREPAREDNESS

The purpose of the Emergency Preparedness Program is to develop a plan for the safe evacuation of all persons in the affected area and the rapid control of hazards during life-threatening situations. This program includes procedures for:

1. Preventing and controlling emergency situations;
2. Warning employees of actual or impending disasters and preparing them for possible evacuation or shelter in place; and
3. Establishing safe evacuation routes.

Emergency preparedness is critical to protect employees, citizens, clients, students and property against incidents such as: fires, natural disasters, proximity threats, and terrorism. Effective planning for emergency situations can minimize the interruption of operations by providing a logical course of action during the emergency.

Emergency preparedness requires a system for the prompt recognition of a serious situation; the availability of a well-publicized, flexible, and tested plan; and clear delineation of the responsibilities of authorities and employees.

I. PROGRAM COMPONENTS

A. Emergency Control Committee

The C&E Emergency Control Committee is responsible for developing plans for emergency situations. The committee is comprised of the following:

Name	Job Title	Work Phone	Home/Cell Phone
Dustin Davidson	C&E Secretary	(225) 342-2710	(225) 349-3995
Stephen Swiber	C&E Deputy	(225) 342-4681	(985) 312-1002
Mark Normand	C&E Undersecretary	(225) 342-5007	(225) 235-7678
Amanda McClinton	Office of Energy Executive Director	(225) 342-8572	(225) 937-0694
Manuel "Manny" Acosta	Office of Enforcement Executive Director	(225) 342-8872	(225) 276-7716
Keith Lovell	Office of Permitting and Compliance Executive Director	(225) 342-9052	(225) 281-1869
Monique Edwards	Office of State Resources Executive Director	(225) 219-0173	(225) 202-2006
Marcel "Marty" Bienvenu	Louisiana Oil Spill Coordinator	(225) 925-1840	N/A
Patrick Courreges	Unclassified Press Secretary	(225) 342-0510	(225) 454-8223
Maranda Rispone	Safety Coordinator	(225) 342-9088	(225) 933-2289
Maranda Rispone	Assistant Safety Coordinator	(225) 342-9088	(225) 933-2289
Clarence Duhon (Jimmy)	Safety Officer – Lafayette District Office	(337) 262-5777	(337) 288-0770
Julie Bowe	Safety Officer – Monroe District Office	(318) 362-3113	(318) 417-3281
Janet Carter	Safety Officer – Shreveport District Office	(318) 676-7585	(318) 230-3322
Jason Lind	Safety Officer – Houston Office	(832) 456-1533	(281) 883-9091



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B. Emergency Alarm and Evacuation

The LaSalle building, and the building within which each District office is housed, is equipped with an emergency alarm system capable of being heard in all areas of the facility. To ensure employees are aware of proper evacuation procedures (as explained below), an emergency drill (e.g., fire, natural disasters, proximity threats) is conducted, in coordination with the applicable building manager/superintendent, at least annually.

The emergency evaluation procedures are as follows:

- Upon activation of an emergency alarm, each person is to immediately evacuate the premises as follows:
 - If on an above ground floor, use the assigned stairwell to exit. If the assigned stairwell is blocked off due to fire/smoke or other hazardous conditions, go to the next, nearest available stairwell.
 - Ground level individuals should use the emergency exits.
- Under no circumstances should anyone use the elevators to evacuate.
- Do not delay evacuation by stopping to use the restrooms or turning back at any time for any reason.
- Employees and visitors should take their purses, briefcases (if on rollers, carry downstairs), car keys, etc. when evacuating.
- While using the stairwell to evacuate:
 - Keep to the left side and proceed down in a single file.
 - To keep lines moving, persons should merge alternately when two lines meet at floor landings.
 - Walk as rapidly as possible without running.
 - Use the handrail while descending the stairs.
 - Refrain from carrying open drink containers (such as coffee cups).
 - Keep talking to a minimum, so as to allow emergency personnel to give instructions.
- Disabled individuals are to enter the stairwell and remain in the corner away from any opening door. The assigned Floor Warden or Safety Officer will notify emergency personnel of your location so that rescue assistance can be dispatched immediately.
- Upon evacuation, proceed outside the building to your designated checkpoint location.
- Adhere to the (No Smoking) Tobacco-Free Workplace policy throughout the duration of the evacuation.
- Floor Wardens and Safety Officers are responsible for calling the roll using the employee list that each is responsible for maintaining and notifying the Safety Coordinator and Assistant Coordinator on the completeness of the evacuation from his/her designated area.
- All personnel shall remain away from the building until such time that the emergency personnel advise that it is safe to again enter.

C. Emergency First Aid

First aid kits are available in the break rooms on each floor of the LaSalle building and each District office. If an injured employee requires more extensive medical attention than minor first aid, contact emergency assistance as follows:



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Facility	Emergency Contact	Phone Number
All	Ambulance	911
	Police Department	911
	Fire Department	911
	Poison Control	(800) 222-1222
	National Response Center - To report oil and/or chemical spills, radiation emergencies and biological discharges	(800) 424-8802
LaSalle Building	Our Lady of the Lake Regional Medical Center	(225) 765-6565
	Baton Rouge General – Bluebonnet	(225) 763-4000
Lafayette District Office	Lafayette General Medical Center	(337) 289-7991
	Our Lady of Lourdes Regional Medical Center	(337) 470-2000
Monroe District Office	St. Francis Medical Center	(318) 966-4000
	Glenwood Regional Medical Center	(318) 329-4760
Shreveport District Office	Willis Knighton Medical Center	(318) 212-4000
	University Health	(318) 675-5000
Houston Office	Memorial Hermann Northeast Hospital	(281) 540-7700
	US HealthWorks Medical Group	(281) 260-0087

D. Emergency Power Systems

C&E’s services do not necessitate an automatic emergency power supply system, although one is installed in the LaSalle building, given the absence of precise procedures (i.e., control room or operating room) or sensitive equipment (i.e., instruments requiring refrigeration). The District offices rent space in non-State owned buildings and, therefore, the presence or absence of an emergency power system is dictated by the building’s ownership and/or superintendent.

II. TYPES OF EMERGENCY PLANS

A. Fire Prevention and Control

The following components are essential to a fire safety and prevention program:

1. Alarm System

Fire sensing and alarm systems should be designed for rapid discovery of a fire. An effective alarm system must: (a.) Be reliable and distinctive; (b.) Reach those trained to respond; (c.) Require immediate attention; (d.) Indicate the fire location; and (e.) Warn building occupants and area residents.

To ensure employees are aware of proper evacuation procedures, a fire drill is conducted, in coordination with the building manager/superintendent, at least annually. Documentation of the fire drill must be maintained by the Safety Coordinator (for LaSalle building) or Safety Officer (for District offices).

2. Fire Suppression Equipment

The LaSalle building was designed for fire protection such that the stairwells are two-hour rated areas.



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3. Water Supply

Water is the most effective extinguishing agent for most fires. The LaSalle building is equipped with an automatic sprinkler protection system. Fire hydrants external to the LaSalle building are also available for firefighting.

4. Fire Extinguisher Equipment

Fire extinguishers are available on each floor of the LaSalle building. Floor Wardens are responsible for checking to ensure fire extinguishers are fully charged (i.e., needle in the green area) during their quarterly building inspections. Extinguishers also shall be inspected and certified by an outside contractor once a year.

B. Civil Disturbances

Civil disturbances are generally riots, demonstrations, marches, or groups/individuals that have become threatening.

If a civil disturbance affects a C&E building:

1. Restrict both employee and visitor movement in your area.
2. Prepare for evacuation or relocation.
3. Secure your area (i.e., lock doors, safes, files, vital records, etc.).
4. Notify local law enforcement immediately and then the C&E Secretary, Safety Coordinator or your supervisor.

C. Natural Disasters

Natural disasters may include such weather events, as hurricanes, tornadoes, or floods.

If a hurricane or tornado poses an imminent threat to a C&E building:

1. Immediately notify the C&E Secretary, Safety Coordinator or supervisor.
2. If time permits, all above ground floors should be evacuated with the employees proceeding to the 1st floor of the building.
3. If there is no time to descend to the 1st floor, employees should use the interior stairwell for shelter. Stay away from the outside perimeter walls. This will give protection against flying debris.
4. Stay grouped together until authorized to move back to your office or elsewhere.

If a flood poses an imminent threat to a C&E building:

1. Immediately notify the C&E Secretary, Safety Coordinator or supervisor.
2. If time permits, evacuate to a higher floor of the building.
3. If time permits, move critical records and equipment to a higher floor of the building.
4. Call 911 for emergency assistance and rescue.

D. Proximity Threats

Proximity threats are incidents occurring near a location that can cause damage to life and property. Depending on the nature and extent of the threat, evacuation of the building may be required.



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1. Railroad, interstate, water vessel, and aircraft disasters

If a railroad, interstate, water vessel, or aircraft disaster poses an imminent threat to a C&E building, monitor news coverage by accessing media outlets on your work computer or smartphone for any emergency response procedures, such as mandatory evacuation, that may be issued by state/local authorities. In the absence of a mandatory evacuation, the C&E Secretary may deem it appropriate to issue a voluntary evacuation of the building. Once notified, follow any instructions provided by state/local authorities and/or the C&E Secretary.

2. Local chemical or nuclear plant disasters

By law, all plants must report any incidents to local authorities, to include any chemicals released into the air. Therefore, if a local chemical or nuclear plant disaster poses an imminent threat to a C&E building, monitor news coverage by accessing media outlets on your work computer or smartphone for any emergency response procedures, such as mandatory evacuation, that may be issued by state/local authorities. In the absence of a mandatory evacuation, the C&E Secretary may deem it appropriate to issue a voluntary evacuation of the building. Once notified, follow any instructions provided by state/local authorities and/or the C&E Secretary. If instructed to evacuate, do so in a manner that is downwind and/or in the opposite direction of the disaster source. If instructed to shelter in place, the heating, ventilation, and air conditioning (HVAC) system should be shut down.

3. Terrorist Threats

Terrorist threats may include, but are not limited to:

Type	Procedure
Biological weapons Chemical attacks Nuclear weapons	Follow the procedures as explained above for local chemical or nuclear plant disasters.
Cyber-attacks	Once aware that your computer may be under cyber-attack, stop all use of the computer and immediately notify the C&E Secretary at (225) 342-2710 and the Office of Technology Services (OTS) at (225) 219-6900.
Suspicious Mail	If concerned that a certain package or mail envelope is suspicious (i.e., includes unknown powder; makes ticking sound; return address is from a country with which C&E does not conduct business), discontinue all handling of the mail item and immediately notify the C&E Secretary at (225) 342-2710 and local authorities at 911.
Bombing Occurrences or Explosions	Take cover under tables, desks, or other such objects which will give protection against flying glass or debris. If possible, call 911 to report the incident. After effects of the explosion have subsided, exit the building, using the emergency evacuation procedures, and report to your designated checkpoint. Wait for further instructions from state/local authorities and/or your Floor Warden or Safety Coordinator.
Bomb Threat	If a bomb threat is received by telephone, and you are the one who answers the call: <ol style="list-style-type: none"> 1. Keep the person on the phone as long as possible;



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	<ol style="list-style-type: none"> 2. Ask the caller questions and record their answers in writing: <ol style="list-style-type: none"> a. When is the bomb going to explode? b. Why was the bomb placed here? c. Who are you trying to hurt? d. Where is it right now? e. What does it look like? f. What kind of bomb is it? g. What will cause it to explode? 3. Listen for clues and record them in writing: <ol style="list-style-type: none"> a. Sex of caller b. Caller's voice (i.e., calm, distinct accent, slurred, raspy, lisp, stutter) c. Background noises (i.e., animal noises, PA system, music, motor, other voices) 4. DO NOT HANG UP THE PHONE WHEN THE CALL ENDS. POLICE MAY BE ABLE TO REVERSE TRACE THE CALL. 5. Immediately report the bomb threat to the C&E Secretary at (225) 342-2710 and local authorities at 911. 6. Be prepared to provide the above information to the Police Department upon arrival. <p>If notified of a bomb threat, immediately exit the building, using the emergency evacuation procedures, and report to your designated checkpoint. Refrain from using your cell phone in or near the building during or after the evacuation, as this could trigger the bomb (if one is present). Wait for further instructions from state/local authorities and/or your Floor Warden or Safety Coordinator.</p>