

OFFICE EMERGENCY ACTION PLAN

Notification of Emergencies

All fire, medical, injury, or other office emergencies are to be reported to the office Emergency Incident Commander and the Office Incident Commander immediately. Upon notification of the emergency, the MAPP Incident Commander or their designee will first initiate the necessary emergency response procedures.

Evacuation Procedures

In the event of an emergency, and the alarm is sounded or required, use the exterior stairways to immediately evacuate the building. DO NOT USE THE ELEVATOR. On your way to the stairway, check offices and cubicles for other employees. All visitors inside the MAPP office should be escorted out of the building by the party they are visiting. Floor Sentries have been designated to check their spaces to ensure complete evacuation while safe to do so. You should proceed directly to the designated assembly area. You must remain in this area until all employees have been accounted for and the all clear has been signaled. Maps are posted throughout the office noting the evacuation route and assembly point location.

Employee Accountability

In the event of an evacuation, it will be each employee's responsibility to account for himself/herself with the Accountability Leader(s). The Accountability Leader(s) will be staged at the designated office assembly area in the event of an evacuation and be taking a roster of all evacuees. All employees must remain in this area until everyone has been accounted for and the Incident Commander has signaled the all clear.

Other Adverse Conditions (Bomb Threats, Social Disturbances, Threat of Terrorism)

In the event of an adverse condition emergency and the alarm is sounded, use the exterior stairways to immediately evacuate the building. You should proceed directly to the designated office assembly area. Any special instructions will be given by the Incident Commander. All employees must remain in this area until everyone has been accounted for and the all clear has been signaled.

It is possible, although highly unlikely, that a staff member may someday receive a threatening telephone call, letter, or e-mail, or might receive a suspicious parcel or discover a suspicious item. A suspicious item is defined as anything that is out of place and cannot be accounted for or any item suspected of being an explosive device.

Phone Threat

Note any characteristics about the call and caller:

- Time of the call, Age and sex of the caller, Emotional state, Speech pattern, accent
- Background noises
- Identify the type of threat and note any details offered:
 - When is the bomb going to explode?
 - What does it look like?
 - Where is the bomb located?
 - What kind of device is it?

Written Threat

- If the threat is received by mail, do not further handle the letter, envelope, or package.
- If the threat is received by e-mail, print and save the entire e-mail message, including any attachments.
- Notify the Safety Department.

Suspicious Parcel, Mail, Etc.

Letter and Parcel Bomb Recognition Clues:

- foreign mail, air mail and special delivery
 - No return address
 - Restrictive markings such as "confidential," "personal," etc.
 - Excessive postage, multiple stamps
 - Excessive weight, rigid envelope
 - Lopsided or uneven envelope
 - Handwritten or poorly typed address
 - Protruding wires or tinfoil
 - Incorrect titles or titles with no name, misspelled words
 - Excessive securing material (i.e., tape, string)
 - Oily stains or residues
 - Mysterious delivery
 - Shows a city or state in the postmark that does not match the return address
- Do not handle! Keep anyone from going near it.
 - Leave the area, notify your supervisor and 9-1-1.
 - If an evacuation is warranted, the Safety Department or Management personnel will activate the building fire alarm.
 - Do not re-enter the building until advised by emergency response personnel, even if the alarms have ceased.

Fire Emergency Response

In the event that anyone smells or sees fire or smoke, they should immediately pull the fire alarm and notify the receptionist along with Office Incident Commander. All workers should evacuate the building using exterior stairways if possible. If safe to do so, an attempt should be made to extinguish the fire if it is small and it can be extinguished without exposing oneself to injury. Portable fire extinguishers are available for use throughout the building in silver fire extinguisher boxes. Otherwise, evacuate along with others and stand by to tell officials the exact location of fire and other pertinent information. All evacuated employees should proceed to the designated office assembly area for accountability.

Medical Emergency Response

In the case of a medical emergency, if the victim is in additional immediate danger, remove the person or danger from the scene. Contact the receptionist with the details of the emergency and the Office Incident Commander. The receptionist will notify the local emergency medical services. For minor first aid cases, a first aid station will be provided in the break area for employee use. All supplies used from the station should be documented on the sign-out sheet and replaced as

needed. Only first aid trained employees are allowed to administer first aid to other employees. During a medical emergency, the emergency action committee will be utilized to prevent crowds from forming and to direct emergency personnel appropriately.

BATON ROUGE CORPORATE OFFICE EMERGENCY ACTION PLAN

Emergency Team Members

Incident Commander: McKinley Bailey, Beau Wolfe, & Lydia Blanchard
Alternate Incident Commanders: Grif McKowen & Richard Setliff
1st Floor Sentries: Michael Bouquet & Courtney O'Brien
2nd Floor Sentries: Kim Davis & Melissa Carrera
3rd Floor Sentries: Laura Fontenot & Lee Farrell
Accountability Leaders: Rhonda Badeaux & Tappi Waggenpack

Emergency Action Committee Member Duties

Receptionist: The receptionist will gather all pertinent information regarding the emergency and relay it to the incident commander. The receptionist will notify all employees via email and/or public announcement of the emergency situation and proper actions to take. The phone system will be transferred to the cell phone so that all incoming calls will be routed to her.

Floor Sentries: To direct MAPP employees on their respective floors to the safest and correct evacuation route in the event of an emergency situation. The primary exit route (front stairwell) shall be utilized unless unavailable. In such a case, the secondary exit route shall be used.

Accountability Leaders: To take a roster of all employees that are at the Assembly Area during a building evacuation situation. This roster shall be given to the Safety Department at the end of the incident for recordkeeping purposes.

Incident Commanders: This person responsible for all aspects of an emergency response; including quickly developing incident objectives, managing all incident operations, and the application of necessary resources. The incident commander will instruct the receptionist on properly notifying all employees via email and/or public announcement of the emergency and proper actions to take.

Assembly Area Location: The corner of Laurel and Third Street (by the parking lot)

BATON ROUGE CORPORATE OFFICE EMERGENCY PHONE NUMBERS

Site: Baton Rouge Corporate Office

Address: 344 Third Street, Baton Rouge, LA 70801

Name: Position:	Office Phone:	Cell/Alternate Phone:
Mike Polito	225.408.7700	225.933.1531
CEO		
McKinley Bailey	225.408.7743	225.200.7264
Sr. Corporate Safety Manager		
Lydia Blanchard Corporate Safety Representative	225-757-0111	504-495-7891
Grif McKowen	225.408.7720	225.229.8779
Chief Financial Officer		
Beau Wolfe	225.330.4395	225.362.1882
Business Developer Executive		
Baton Rouge Fire Department	225.354.1400	911
City of Baton Rouge Police Department	225.389.2000 Non Emergency	911
Our Lady of the Lake Hospital	225.765.6565	911
Baton Rouge General - Downtown	225.387.7000	911
Prime Occupational Medical Clinic	225.749.5750	225.921.8408
National Poison Control Center	800.222.1222	911
Certified Alarm	225.927.2524	

DALLAS OFFICE EMERGENCY ACTION PLAN

Emergency Team Member

Incident Commander: Bradley Tassin
Alternate Incident Jim Tyler
Sentries: Arthur Walsh
Accountability Leaders: Debbie Pierce
Receptionist: Kim Cotton

Emergency Action Committee Member Duties:

Receptionist: The receptionist will gather the information to the nature of the emergency and pass on to employees and incident commander if not known. The phone system will be transferred to the cell phone so that all incoming calls will be routed to her.

Sentries: To direct MAPP employees to the safest and correct evacuation route in the event of an emergency situation.

Accountability Leaders: To take a roster of all employees that are at the Assembly Area during a building evacuation situation. This roster shall be given to the Office Manager at the end of the incident for recordkeeping purposes.

Incident Commanders: This person responsible for all aspects of an emergency response; including quickly developing incident objectives, managing all incident operations, and the application of necessary resources.

Assembly Area Location: East parking lot across from the front of the building.

**DALLAS OFFICE
EMERGENCY PHONE NUMBERS**

Site: Dallas MAPP Office

Address: 3131 Turtle Creek Blvd, Suite 500 Dallas, Texas 75219.

Name: Position:	Office Phone:	Cell/Alternate Phone:
Bradley Tassin	214.267.0700	225.279.2723
Project Executive/Operations Managers		
McKinley Bailey	225.200.7264	225.200.7264
Corporate Safety Representative		
Jim Tyler	214.267.0700	432.230.8048
Project Executive		
Gary Winton	214.267.0700	817-875-2941
General Superintendent		
City Of Dallas, Fire Department	214-670-4562	911
City Of Dallas, Police Department	214-670-6178	911
Dallas Hospital, Parkland	214-590-8000	911
National Poison Control Center	800.222.1222	911

NEW ORLEANS OFFICE EMERGENCY ACTION PLAN

Emergency Team Members

Incident Commander: Casey Ginder

Alternate Incident Commanders: Jeff Miller

Accountability Leaders: Ame Duan

Emergency Action Committee Member Duties

Receptionist: The receptionist will gather all pertinent information regarding the emergency and relay it to the incident commander. The receptionist will notify all employees via email and/or public announcement of the emergency situation and proper actions to take. The phone system will be transferred to the cell phone so that all incoming calls will be routed to her.

Floor Sentries: To direct MAPP employees on their respective floors to the safest and correct evacuation route in the event of an emergency situation. The primary exit route (front stairwell) shall be utilized unless unavailable. In such a case, the secondary exit route shall be used.

Accountability Leaders: To take a roster of all employees that are at the Assembly Area during a building evacuation situation. This roster shall be given to the Safety Department at the end of the incident for recordkeeping purposes.

Incident Commanders: This person responsible for all aspects of an emergency response; including quickly developing incident objectives, managing all incident operations, and the application of necessary resources. The incident commander will instruct the receptionist on properly notifying all employees via email and/or public announcement of the emergency and proper actions to take.

Assembly Area Location: Premier Parking Lot Corner of Poydras and Camp.

New Orleans
Emergency Phone Numbers

Site: New Orleans MAPP Office

Address: 601 Poydras Street Suite 1715, New Orleans, LA 70130

Name: Position:	Office Phone:	Cell/Alternate Phone:
Eileen Long	504.833.6277	504.239.1291
Director Of Operations		
McKinley Bailey	225.757.0111	225.200.7264
Sr. Corporate Safety Manager		
Lydia Blanchard Corporate Safety Representative	225-757-0111	504-495-7891
Ame Duan	504.833.6277	850.225.1446
Sr. Project Managers		
Jeff Miller	504.833.6277	504-813-8510
Sr. Project Manager		
New Orleans Fire Department	504.658.4700	911
City of New Orleans Police Department	504.658.6080 Non-Emergency	911
Prime Occupational Medical Clinic	225.749.5750	225.439.5525
Concentra Urgent Care	504.561.1051	N/A
National Poison Control Center	800.222.1222	911



Emergency Contact List

Project #: _____

Project Name: _____

Project Address: _____

Name: Position:	Office Phone:	Cell/Alternate Phone:	Email:
Superintendent			
Assistant Superintendent			
Project Manager			
McKinley Bailey		225-200-7264	mbailey@mappconstruction.com
MAPP Corporate HSE Director			
MAPP Other:			
		911	
Fire Department			
		911	
Police Department			
		911	
Local Hospital			
Local Occupational Clinic			
National Poison Control Center	800.222.1222	911	
State Of :			
Department of Environmental Quality			