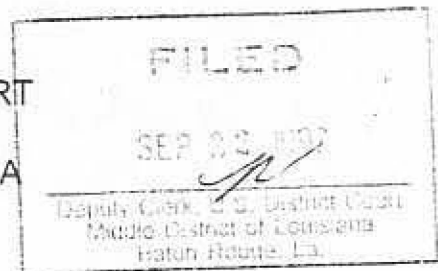


UNITED STATES DISTRICT COURT  
MIDDLE DISTRICT OF LOUISIANA

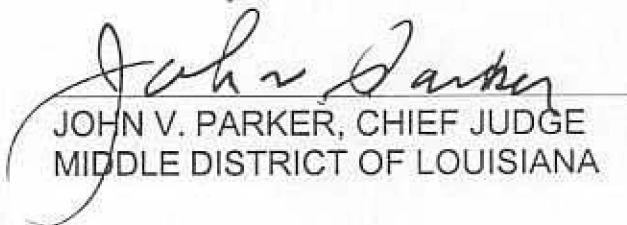


GENERAL ORDER 97-7

**O R D E R**

The Emergency Evacuation Plan for the Federal Building and U.S. Court-house, 707 Florida Street, Baton Rouge, Louisiana 70801, dated September 18, 1997, is hereby APPROVED and made a part of the Plan for the court complex.

Baton Rouge, Louisiana, September 22, 1997.

  
JOHN V. PARKER, CHIEF JUDGE  
MIDDLE DISTRICT OF LOUISIANA

**EMERGENCY EVACUATION PLAN**  
**FEDERAL BUILDING AND U.S. COURTHOUSE**  
**707 FLORIDA ST.**  
**BATON ROUGE, LA 70801**  
**September 18, 1997**

**GOAL:** The goal of this occupant emergency plan is to insure the safe evacuation of all people from this building in the event of a fire or unexpected disaster (natural or otherwise). General guidelines and duties are presented, and it is hoped that common sense will prevail. \*

**TENANTS:**

1. Senator Mary Landrieu's Office, Room 326,
2. U.S. Trustee's Office, Room 312,
3. Chambers of Bankruptcy Judge Louis M. Phillips, Room 236,
4. Bankruptcy Courtroom, Room 222,
5. Bankruptcy Clerk's Office, Rooms 119 and B07,
6. District-wide Training Facility, Room B15, and
7. Griffen Services Administration, Room B42, and
8. General Services Administration (GSA).

Each tenant will designate a Warden and at least one alternate to coordinate any evacuation and to insure that employees are accounted for in the event of an evacuation or disaster.

**EVACUATION ROUTES:** The elevators should not be used during an evacuation. The primary exit route for all employees is toward the front (Florida St.) entrance. Employees on all floors should use the front stairwell as the exit route, unless blocked due to the emergency. If the front stairwell is blocked, the rear stairwells can be used as the alternate exit route. If the front entrance is blocked, the rear exit (to the loading docket) can be used as an alternate exit.

**WARDEN RESPONSIBILITIES:**

1) The Warden and alternate(s) for each tenant should direct an orderly evacuation from their area upon the sounding of the fire/emergency alarm.

2) In the event of an evacuation necessitated by an observed emergency prior to the sounding of an alarm, the Warden or alternate should activate an alarm box (there are two alarm boxes on each floor) while initiating the evacuation. The Court Security Officers in this building will notify the Marshal's Office of the evacuation.

**THE PUBLIC:** It is likely that there will be other persons (visitors) in this building at the time of any emergency evacuation. The warden of the office/room should also direct the evacuation of any visitors along with their own staff. Visitors to be evacuated will include parties attending court hearings on the first and second floors and bankruptcy creditors meetings on the third floor.

A copy of this plan will be posted in the visiting judges chambers on the first floor. The Warden and alternates from the Bankruptcy Clerk's Office (also on the first floor) will provide evacuation and follow up assistance as requested for this area.

**FOLLOW UP:**

- 1) As the situation permits, the wardens and/or alternates should double check their office space and stairwells to insure that all employees and visitors have evacuated the building.
- 2) Upon evacuation, the warden or alternate should again account for all staff and visitors.

**AGENCY RESPONSIBILITY:**

- 1) The head of each agency/office located in this building is responsible for appointing the warden and alternate(s) for his/her office.
- 2) Each office is responsible for providing this information to current and future employees.

**EMERGENCY PHONE NUMBERS:** Refer to page (i) in the Occupant Emergency Plan for emergency phone numbers.

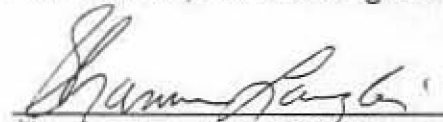
**\* SUPPLEMENT:** This supplemental document is designed to assist in the safe and orderly evacuation of all employees in the Federal Building and U.S. Courthouse at 707 Florida St., Baton Rouge, Louisiana. It is to be included in the Occupant Emergency Plan, adopted 2/1/95, which provides additional information on emergencies and disasters.

**AGENCY SIGNATURES:**

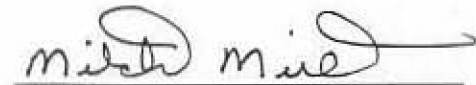
Louis M. Phillips, U.S. Bankruptcy Judge



Paul Heitman, GSA Building Manager



Shannon Langlois, Office Manager - Senator Landrieu's Office



Mitch Mire, Griffen Services Administration

Janice C. Taylor, U.S. Trustee - Region V



J. Lynn Burkett, Clerk of U.S. Bankruptcy Court

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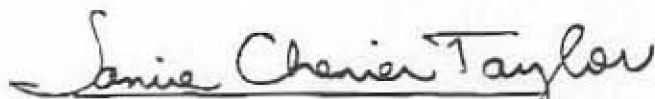
**AGENCY SIGNATURES:**

\_\_\_\_\_  
Louis M. Phillips, U.S. Bankruptcy Judge

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Paul Heitman, GSA Building Manager

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Shannon Langlois, Office Manager - Senator Landrieu's Office

\_\_\_\_\_  
Mitch Mire, Griffen Services Administration

  
Janice C. Taylor, U.S. Trustee - Region V

\_\_\_\_\_  
J. Lynn Burkett, Clerk of U.S. Bankruptcy Court

UNITED STATES BANKRUPTCY COURT  
MIDDLE DISTRICT OF LOUISIANA

707 FLORIDA STREET, ROOM 236  
BATON ROUGE, LOUISIANA 70801

LOUIS M. PHILLIPS  
BANKRUPTCY JUDGE

PHONE: (504) 389-0371

September 19, 1997

Hon. John V. Parker, Chief Judge  
U. S. District Court, MD LA  
777 Florida St., Suite 355  
Baton Rouge, LA 70801

RE: Emergency Evacuation Plan

Dear Judge Parker:

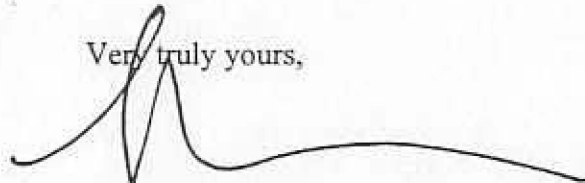
Attached is the Emergency Evacuation Plan for our building at 707 Florida Street. In the Management Staff meeting on August 5, 1997, you requested that our office prepare such a plan for inclusion in the Occupant Emergency Plan for the court complex.

We have developed this plan with the assistance and approval of the U.S. Marshal's Office. The Marshal said that our evacuation plan can be inserted into the complex's Occupant Emergency Plan in the space already reserved for our building.

As you will note, this plan has been discussed with and signed by the tenants in our building. As per the Marshal's suggestion, we are providing these tenants with a copy of our plan and of the plan for the court complex as a whole. The Marshal plans to meet with the Wardens for these tenants.

Please let me know if there is anything else we can do.

Very truly yours,

A handwritten signature in black ink, appearing to be 'LMP', with a long horizontal flourish extending to the right.

Louis M. Phillips

LMP/mcs  
enclosure