



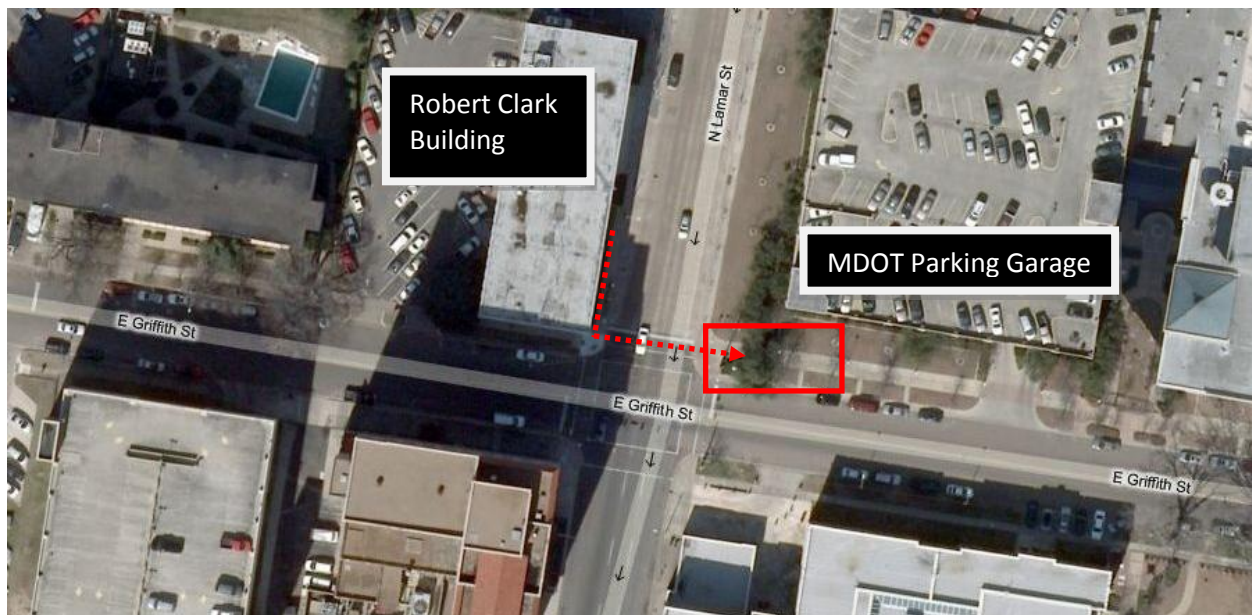
## MISSISSIPPI FORESTRY COMMISSION

301 North Lamar Street, Suite 300 • Jackson, Mississippi 39201  
Phone: (601) 359-1386 • Fax: (601) 359-1349 • [www.mfc.state.ms.us](http://www.mfc.state.ms.us)

## Emergency Evacuation Procedures

### Initial Meeting Place

Across the street to the corner of West and Griffin Streets.



### Floor Monitors

3 <sup>rd</sup> Floor West	Rebekah Olander Suite 307 Financial Services (601) 359-2830
3 <sup>rd</sup> Floor East	Rick Olson Suite 302 Urban Forestry (601) 359-2856

### **The Job Of The Floor Monitor**

- Instruct all people to exit the building to initial meeting place or assemble in the basement depending on the situation.
- Direct people to use the proper stairwell depending on situation.
- Conduct a quick survey of MFC office space and bathrooms on their floor to make sure that no one is left behind.
- Close all doors and windows.
- Assist disabled individuals to South Stairwell for staging until emergency personnel can assist.
- Meet other Floor Monitors from your floor in center of hallway prior to exiting the building.
- Notify “Officer on Duty” of anyone needing assistance and/or other special circumstances.

## **Emergency Evacuation Procedures**

### **A. Severe Weather Evacuation Procedures**

When the Emergency Operations Center activates the public sirens from (3) to (5) minutes duration or an evacuation order issued due to severe weather, each employee will:

- Close any open window or door in their immediate area;
- Proceed promptly at a fast-paced to the stairwells located on floor;
- Descend the stairs to the basement level;
- Remain in the hallway until the “air clear” is announced permitting the return to their duty assignment or until further instructions are issued.

### **B. Fire Evacuation Procedures (Also Bomb Threats Or Other Dangers That Exist Within The Building)**

When the fire system is activated or an evacuation order is issued, each employee will:

- Close any open window or door in their immediate area;
- Proceed promptly at a fast-walk to the nearest accessible fire exit;
- Proceed down the stairs and out the door to across the street to the corner of West an Griffin Streets (at MDOT Parking Garage);
- Remain at the assembly area until the “all clear” is given or further Instructions are given.

### **C. Fire Alarm Protection System**

The fire alarm signals may also be activated manually from any of the fire alarm “pull stations” that are located near each end of the floor exits and stairs. A manual alarms should be activated by an employee that sees an uncontrolled fire that has not yet set-off the alarm system.