# LOUISIANA COMMISSION ON LAW ENFORCEMENT
# 602 N. 5th Street
# Baton Rouge, LA 70802

# DISASTER RECOVERY PLAN

# DECEMBER, 2011

Revised 6.6.14

# REVISIONS MADE TO DISASTER RECOVERY PLAN AS OF JUNE, 2014

Section IV: Plan Revision History updated for date of revisions

Section V: Disaster Recovery Teams updated with current Information/Diagram Inserted

Section VIII: Employee names updated for Room #130, Floor Wardens Updated to reflect posting on Intranet and Asset Certification Report obtained as of 1/10/14 from LCLE purchasing

Prepared by: Toni Zito

Approved by: _____

Word/h/Disaster Recovery/revisions made

LOUISIANA COMMISSION ON LAW ENFORCEMENT

DISASTER RECOVERY PLAN

EFFECTIVE DATE: February 1, 2012

James Franklin
Accountant Administrator

AUTHORIZATION: _____ DATE: 3/1/12

Joey Watson
Executive Director

# TABLE OF CONTENTS


I. Purpose and Scope

II. Plan Objectives

III. Revision/Distribution List

IV. Plan Revision History

V. Disaster Recovery Teams

VI. Disaster Recovery Teams Responsibilities/Procedures

VII. Assessment and Evaluation

VIII. Evacuation Procedures

# I. PURPOSE AND SCOPE

This Disaster Recovery Plan has been designed and written to be used in the event of a disaster or serious disruption of computer services at LCLE. The plan is structured around teams, with each team having a set of specific responsibilities.

The decision to initiate disaster recovery procedures will be taken by the ***Disaster Management Team Leader*** or his deputy after assessing the situation following a disaster or crisis.

If the ***Disaster Management Team Leader*** deems it necessary to initiate disaster recovery procedures, then all members of the recovery teams will follow the procedures contained in this plan until recovery is complete.

This plans contains information necessary to restore operational service in the event of a serious disruption of computer services at LCLE.

# II. PLAN OBJECTIVES

The primary objective of this Disaster Recovery Plan is to ensure the continued operation of LCLE's systems in the event of a disaster.

Specific Goals include:

To be operational at a remote facility if necessary within two working days.

Reinstate LCLE premises as soon as possible.

Minimize the disruption to LCLE's business operations

Provide data security and 24/364 accessibility to LCLE staff

# III. REVISION / DISTRIBUTION LIST

It will be the responsibility of the Accountant Administrator to ensure that procedures are in place and to keep this plan current. If any corrections are clarifications are needed in the plan as written, please contact the LCLE Fiscal Manager so that it may be corrected. ***It is important that all employees understand their role as described in this plan.***

All revisions will be documented on the ***Plan revision History*** schedule included in this plan.

LCLE Auditor will be responsible for distributing this plan. Each individual listed below will receive two copies of this plan. One copy is to be kept at work and the second copy is to be kept at home or other safe offsite location.

Disaster Management Team Leader
Deputy Director
Accountant Administrator
IT Management Consultant
Executive Staff Officer
Criminal Justice Policy Planner
Human Resources

# IV. PLAN REVISION HISTORY

| Version | Date Revised | Section of Plan Revised |
|---|---|---|
| | | |
| #1 | December, 2011 | Initial Plan- Prepared by Toni Zito |
| | | |
| #2 | June, 2012 | IT Management Consultant |
| | | |
| #3 | June, 2014 | Updated Management Teams, addresses, inserted diagram of recovery teams |

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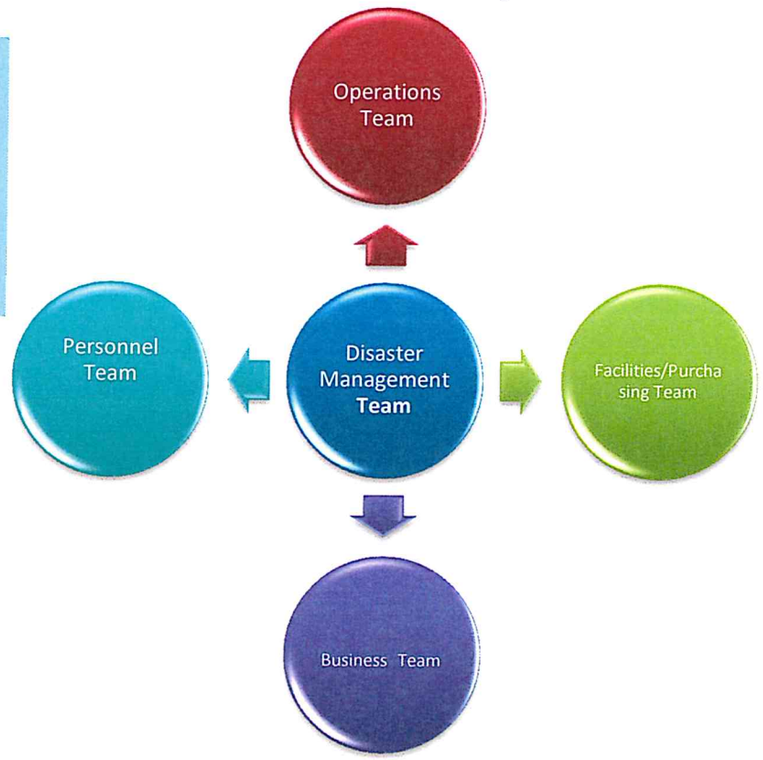
# Disaster Recovery Teams

**Disaster Recovery Teams:**
Joey Watson* Team Leader
Robert Mehrtens
James Franklin
Anthony Myles
Verna Hamilton
Robert Wertz
Hope Davis

**Personnel Team:**
Hope Davis




**Operations Team:**
Anthony Miles

**Facilities/Purchasing Team:**
Verna Hamilton

**Business Team:**
James Franklin
Toni Zito
Martha Addison
Kathy Guidry

**LOUISIANA COMMISSION ON LAW ENFORCEMENT**
**V. Disaster Recovery Teams**
**June, 2014**

**DISASTER MANAGEMENT TEAM:**

| NAME | TITLE | ADDRESS | HOME | MOBILE/CELL |
|---|---|---|---|---|
| Joey Watson * | Executive Director | | | |
| Robert Mehrtens | Deputy Director | | | |
| James Franklin | Accountant Administrator | | | |
| Anthony Myles | I.T. Management Consultant | | | |
| Verna Hamilton | Executive Staff Officer | | | |
| Robert Wertz | Criminal Justice Policy Planner | | | |
| Hope Davis | Human Resources | | | |

* Disaster Management Team Leader

**OPERATIONS TEAM:**

| NAME | TITLE | ADDRESS | HOME | MOBILE/CELL |
|---|---|---|---|---|
| Anthony Myles | I.T. Management Consultant | | | |

**FACILITIES/PURCHASING TEAM:**

| NAME | TITLE | ADDRESS | HOME | MOBILE/CELL |
|---|---|---|---|---|
| Verna Hamilton | Executive Staff Officer | | | |

**BUSINESS TEAM:**

| NAME | TITLE | ADDRESS | HOME | MOBILE/CELL |
|---|---|---|---|---|
| James Franklin | Accountant Administrator | | | |
| Toni Zito | Accountant Manager | | | |
| Martha Addison | Grants Reviewer | | | |
| Kathy Guidry | Criminal Justice Policy Planner | | | |

**PERSONNEL TEAM:**

| NAME | TITLE | ADDRESS | HOME | MOBILE/CELL |
|---|---|---|---|---|
| Hope Davis | Human Resources | | | |

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Revised 6/6/14

LOUISIANA COMMISSION ON LAW ENFORCEMENT
V. Disaster Recovery Teams
June, 2014

## DISASTER MANAGEMENT TEAM:

| NAME | TITLE | ADDRESS | HOME | MOBILE/CELL |
|---|---|---|---|---|
| Joey Watson * | Executive Director | 1132 Rollins Road, Zachary, LA 70791 | 225 654 2116 | 225 324 6086 |
| Robert Mehrtens | Deputy Director | 15936 Ferrell Ave. Baton Rouge, LA 70817 | 225 753 3677 | 225 588 2595 |
| James Franklin | Accountant Administrator | 8713 Wyeth Drive, Denham Springs, LA 70726 | | 225 975 5100 |
| Anthony Myles | I.T. Management Consultant | 1044 Foxlane Drive, Baton Rouge, LA 70819 | | 225-772-5589/225-223-7648 |
| Verna Hamilton | Executive Staff Officer | 7532 Hickory Ridge Ave. Baton Rouge, LA 70706 | 225 665 6146 | 225 439 6076 |
| Robert Wertz | Criminal Justice Policy Planner | 445 Magnoliawood Ave. Baton Rouge, LA 70808 | 225 766 0227 | 225 354 5407 |
| Hope Davis | Human Resources | 14461 Hubbs Road, Pride, LA 70770 | 225 246 7725 | 225 278 3678/225-276-4667 |

* Disaster Management Team Leader

## OPERATIONS TEAM:

| NAME | TITLE | ADDRESS | HOME | MOBILE/CELL |
|---|---|---|---|---|
| Anthony Myles | I.T. Management Consultant | 1044 Foxlane Drive, Baton Rouge, LA 70819 | | 225-772-5589/225-223-7648 |

## FACILITIES/PURCHASING TEAM:

| NAME | TITLE | ADDRESS | HOME | MOBILE/CELL |
|---|---|---|---|---|
| Verna Hamilton | Executive Staff Officer | 7532 Hickory Ridge Ave. Baton Rouge, LA 70706 | 225 665 6146 | 225 439 6076 /225-276-8976 |

## BUSINESS TEAM:

| NAME | TITLE | ADDRESS | HOME | MOBILE/CELL |
|---|---|---|---|---|
| James Franklin | Accountant Administrator | 8713 Wyeth Drive, Denham Springs, LA 70726 | | 225-270-0969 |
| Toni Zito | Accountant Manager | 60205 Grosse Tete St. Plaquemine, LA 70764 | 225-687-6247 | 225-776-1614 |
| Martha Addison | Contracts/Grants Reviewer | 7864 Ridgewood Drive, Denham Springs,La 70706 | 225-664-0060 | 225-931-8197 |
| Kathy Guidry | Criminal Justice Policy Planner | 16331 Henderson Bayou Road, Prairieville, LA 70769-6246 | | 225-241-5978 |

## PERSONNEL TEAM:

| NAME | TITLE | ADDRESS | HOME | MOBILE/CELL |
|---|---|---|---|---|
| Hope Davis | Human Resources | 14461 Hubbs Road, Pride, LA 70770 | 225 246 7725 | 225 278 3678 /225-276-4667 |

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# VI. Disaster Recovery Teams Responsibilities/Procedures

## Disaster Management Team:

*The Disaster Management Team* is responsible for providing overall direction of the recovery operations. It declares the extent of the damage as it concerns LCLE, activates the recovery plan and notifies the team leaders. Its primary role is to monitor and direct the recovery effort. The members of this team are Team Leaders of other teams.

The *Disaster Management Team Leader* is responsible for deciding whether or not the situation warrants the activation of the disaster recovery plan. If the plan is enforced, management and staff will remain under the instruction of the plan until it is declared by the Disaster Management Team Leader that "normal" operations have been obtained.

**Responsibilities/Procedures:**

Evaluate the extent of the problem
Notify Senior Management of the disaster, recovery progress and any problems that arise
Initiate disaster recovery operations
Monitor recovery operations
Authorize and record expenditures of other teams
Document damages to aid in filing insurances claims, if necessary
Monitor computer security standards
Ensure appropriate arrangements are made to restore the primary site and return to status quo
Perform a detailed review of all files after the first back-up has been completed
Declare that the Disaster Recovery Plan is no longer in effect when computer processing is restored at primary site.

## Operations Team:

The *Operations Team* is responsible for the computer room and other vital computer locations and its equipment. They are responsible for restoring computer functions for normal operations of LCLE.

**Responsibilities/Procedures:**

Provide technical support and to initiate operations at remote facility, if established
Obtain all necessary back ups from off site storage
Re establish all applications/services to pre-disaster status at primary site
Coordinate acquisition of necessary computer equipment/supplies

## Facilities/Purchasing Team:

The *Facilities team* is responsible for the security, health and safety of LCLE staff concerning its primary physical location. They are responsible for coordinating with state building/grounds staff to re-establish its primary location to pre-disaster status.

**Responsibilities/Procedures:**

Work with *Disaster Management Team* to evaluate damage and to identify any equipment that can be salvaged or needs to be purchased.
Work with *Operations Team* to re-establish computer operations as necessary for LCLE staff to conduct business
Supply information for initiating insurance claims, if necessary
Assist with *Operations Team* in establishing remote location
Work with all parties to re-establish primary location of business for LCLE including making any necessary purchases (must have approval of two members of *Disaster Management Team for purchases*)
Deal with staff safety and welfare

## Business Team:

The *Business Team* is responsible for establishing tasks as necessary for the daily operation of LCLE. This would include notifying all district managers of the status of LCLE's operations and how business will be conducted until pre-disaster status has again been established.

**Responsibilities/Procedures:**

Establish procedures for receiving and processing grants, applications, adjustments, etc.
Establish procedures for reimbursement processing
Continue to communicate with district managers concerning daily operations
Work with other teams as necessary to re- establish LCLE's operations
Notify vendors, suppliers, banks, etc of LCLE's status

## Personnel Team:

The *Personnel Team* is responsible for communicating with all staff members concerning status of LCLE's operations. They are responsible for the safety and welfare of all employees. They are to work with other teams to obtain pre-disaster status for LCLE's operations as it concerns staff members.

**Responsibilities/Procedures:**

Maintain a current database of all employees contact information
Ensure contact information of staff members is kept in a safe place offsite as well as at office location
Make statements or announcements to local media (TV, radio) concerning staffing issues, as necessary
Work with *Business Team* concerning any payroll issues for staff

# Louisiana Commission on Law Enforcement
## Back-up Storage Schedule

| Program | Type of Back-up | Location | Contact | Contact Phone # |
|---|---|---|---|---|
| **LAVNS** | Servers | Appriss, Inc.<br>2351 Nelson Miller Pkwy, 103<br>Louisville, Kentucky 40223 | Customer Service<br><br>Anthony Myles | 1.866.277.7477<br><br>225.342.1689 |
| **ROSTERS** | Daily | Venyu Data Center<br>7127 Florida Blvd<br>Baton Rouge, LA 70806 | Bret Esquivel<br><br>Anthony Myles | 225.754.9005<br><br>225.342.1689 |
| **POST/FARS+** | Daily | Venyu Data Center<br>7127 Florida Blvd<br>Baton Rouge, LA 70806 | Bret Esquivel<br><br>Anthony Myles | 225.754.9005<br><br>225.342.1689 |
| **GMIS/DISTRICT GMIS** | LCLE file server<br>Daily Back-ups | Information Services Blg (ISB)<br>1800 N. Third Street<br>Baton Rouge, LA 70802 | Help Desk<br><br>Anthony Myles | 225.219.4267<br><br>225.342.1689 |
| **CVR** | Daily Back-ups | Information Services Blg (ISB)<br>1800 N. Third Street<br>Baton Rouge, LA 70802 | Help Desk<br><br>Anthony Myles | 225.219.4267<br><br>225.342.1689 |
| **UCROnline** | Daily | Venyu Data Center<br>7127 Florida Blvd<br>Baton Rouge, LA 70806 | Bret Esquivel<br><br>Anthony Myles | 225.754.9005<br><br>225.342.1689 |
| **LCLE File Server** | Daily Back-ups<br>End-of-Week Back-ups<br>End-of-Month Back-ups | Information Services Blg (ISB)<br>1800 N. Third Street<br>Baton Rouge, LA 70802 | Help Desk<br><br>Anthony Myles | 225.219.4267<br><br>225.342.1689 |
| **Email** | Remote Access via<br>web portal<br>mail\ | State of Louisiana<br><br>Baton Rouge, LA | Anthony Myles | 225.342.1689 |
| **LCLE's Web Site** | Daily | Venyu Data Center<br>7127 Florida Blvd<br>Baton Rouge, LA 70806 | Bret Esquivel<br><br>Anthony Myles | 225.754.9005<br><br>225.342.1689 |

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# VII. Louisiana Commission on Law Enforcement

## Equipment Status

## Assessment and Evaluation Form

| | | Status | | |
|---|---|---|---|---|
| | Equipment | Condition | Salvage | Comments |
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |
| 6. | | | | |
| 7. | | | | |
| 8. | | | | |
| 9. | | | | |
| 10. | | | | |
| 11. | | | | |
| 12. | | | | |
| 13. | | | | |
| 14 | | | | |
| 15. | | | | |
| 16. | | | | |
| 17. | | | | |
| 18. | | | | |
| 19. | | | | |
| 20. | | | | |

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Form to be used as a "walk-thru" survey of equipment

# VIII.
# Evacuation Procedures

# Evacuation Procedures
## Room #130
## JUNE, 2014

| | |
|---|---|
| Denise Hernandez | Linda Gauthier |
| Melinda Bender | Melanie Vick |
| Cristy Mumphrey | Bob Miller |
| Toni Zito | Roxanne Langston |
| Debbie Maggio | Kathy Guidry |
| Brenda Jones | Student Worker |
| Rutha Chatwood | |
| Jim Franklin | Demetrius Joubert |
| Ingram Scott | Kim Lax |
| Martha Addison | |
| | 18 people |

- Take all personal items with you that may be needed in case you cannot re-enter the building.
- Close all doors but do not lock.
- Report to assigned area.
- Check break room, bathrooms, fiscal fileroom, grant room (if no one has checked) on the way to our exit.
- Exit door by the loading dock out to 6th street, walk across the street to paved parking lot on corner.

Filename:w/h/evacuation procedures

Revised 6.6.14

## Building Fire Evacuation Procedures

## DO NOT USE THE ELEVATORS IN ANY EVACUATION SITUATION

### The Office of State Buildings

OSB provides guidance, supervision, and the development and implementation of the evacuation plan, and to review, critique, and edit it for compliance with all applicable building, fire and any other related codes before it is instituted.

In the event of an emergency, all building occupants have specific responsibilities to perform to insure a safe, orderly, and speedy evacuation. The following pages are devoted to identify the safety related responsibilities of all building occupants.

### Building Occupants

It is the responsibility of all occupants to:

1. Know your Evacuation (Floor/Section) Warden and Assistant Warden.
2. Be thoroughly familiar with the Evacuation Procedures of your section.
3. Follow all instructions given by your Warden and/or Assistant Warden.
4. Know where the designated primary and secondary fire exits are for your area.
5. Be familiar with the location ofall fire exits in the event that you are not in your regular work area during an evacuation.
6. Request all visitors to accompany a building occupant in the evacuation.
7. Remain calm and quiet. Quickly proceed downward via the stairwells to the Ground floor and then to the designated assembly area. A normal (vs. leisurely) pace will insure your safety and that of your coworkers.
8. Proceed to and remain in your designated assembly area until you are notified by your Floor/Section Warden that an "all clear" has been given and it is safe to re-enter the building.

**If building occupant or visitor should discover a fire, or if you see or smell smoke which could indicate the presence of fire, you should:**

1. Activate the manual pull station closest to you.
2. Call 911 and report the situation, your building name, address and floor. Stay on the line until the 911 operator releases you.
3. Any personal items that you deem necessary should be taken with you, if possible, in the event you cannot re-enter the building.
4. Close (but do not lock) all doors and evacuate the area.

### Evacuation Safety Organization

The evacuation safety organization of the Building shall be established and staffed as follows:

1. Evacuation Safety Director
2. Deputy Evacuation Safety Director
3. Floor/Section Wardens
4. Assistant Floor/Section Warden
5. Assistants and Alternates for the Physically Challenged

RESPONSIBILITIES:

Evacuation Safety Director and Deputy

1. The Director will ensure that all Floor/Section Wardens, Assistants for the Physically Challenged and All Assistants are assigned for each section on each floor.
2. Upon notification of a building emergency, report to the command area location in the assembly areas.
3. Collect information from each Warden or Assistant on head counts, names of those who are unaccounted for as well as those who are in need of assistance.
4. Assure that the Emergency Response Personnel are advised and updated on any changes regarding the occupants to be accounted for and their locations.
5. Upon notification by the Emergency Response Personnel that the emergency is over and that the facility is safe to re-enter, dismiss and/or issue the "all clear" to the employees and visitors in the assembly areas.

Floor/Safety Wardens and Assistants

1. Be thoroughly familiar with the Emergency Evacuation Procedures for the building in general and your group/floor in particular including the locations of ire pull stations and the primary and secondary exits routes.
2. Know where the primary and secondary lire exits and stairwell(s) are located.
3. Ensure that all walkways/corridors are free of obstructions, EXIT lights are illuminated and that any other lire/life safety deficiencies are reported to the Evacuation Safety Director.
4. Will have an up to date list of all Physically Challenged persons and assigned Aid(s).
   A sample form that can be used for this purpose appears at the end of these procedures
5. Ensure that new employees in your area are fully familiar with the Emergency Evacuation Procedures and are shown the exits and assembly area assigned to them.
6. Maintain a current listing of all employees in your area to ensure an accurate roll call upon arrival at your assigned location in the assembly area.
7. If a fire should occur in your area, activate the manual pull station closest to you, Call 911 to report the location of the fire (Floor, Section, Floor and address) and, when released by the operator, start the evacuation procedure.
8. Ensure that all employees in your area are aware of the evacuation when activated and that they all comply with the procedures.
9. Check all rooms in your area including restrooms (male and female) to ensure that no one is left behind and close all office doors prior to your leaving the area.
10. Upon arrival at your designated assembly area, take an accurate roll call to ensure that everyone is properly accounted for from your area, utilizing your current employee listing.
11. If anyone is unaccounted for from your area, report the name(s) and regular work area location to the Evacuation Safety Director.
12. Keep all employees from your area assembled in your designated area until properly dismissed by the Evacuation Safety Director.

**All Floor/Section Wardens are responsible for notifying the Facility Emergency Evacuation/Safety Coordinator if someone new (employee or visitor) requires assistance during an evacuation.**

Assistants and Alternates for the Physically Challenged

1. Volunteer Assistants, proceed immediately to your assigned employee's work station and assist him/her to move to the rendezvous area outside the assigned exit stairwell.
2. If your assigned employee is hearing or sight impaired, take him/her by the hand and lead the employee to the rendezvous area outside the exit stairwell.
3. If the assigned employee is not at his/her regular workstation, proceed to the assigned rendezvous area and wait.
4. If the assigned employee fails to appear within a reasonable amount of time, exit the facility and report immediately to your Warden or Assistant Warden that your assigned employee was not in the regular work area and did not appear at the exit.
5. If you are not in your regular work area when an evacuation is sounded, DO NOT attempt to return. You should exit the facility by following the route taken by employees in the area you are in and then immediately report the circumstances to your Warden or Assistant Warden.

Physically Challenged Employees

1. Volunteer Assistants have been assigned to Physically Challenged employees to guide them to their assigned exit stairwell location and to stay with them until there is no further traffic from floors above you. At that time you may move or be moved by your Volunteer Assistants into the stairwell (which is a 2 hour rated area) to await assistance from Emergency Rescue Personnel.
2. If you are at your regular workstation when an evacuation is sounded, wait for your assigned Volunteer Assistant to assist you to the assigned exit stairwell location.
3. If the assistant fails to appear, within a reasonable amount of time, or you are not at your workstation when the evacuation is sounded, notify the Floor Warden or his/her Assistant for assistance.
4. If the Emergency Rescue Personnel feel that the situation requires that you be evacuated to the outside assembly area, stay in this assembly area until the "all clear" is given. and all employees are allowed to reenter the building.

Building Maintenance Personnel

1. To investigate the location and source of the alarm at the annunciator panel.
2. To transmit the findings to co-workers.
3. To notify DPS, the monitoring service and the GSB Service Center of the findings.
4. To meet the first responding BRFD truck, communicate all findings and answer questions about the alarm, inhabitants, evacuation assembly areas and building specific information as requested.
5. To work with DPS in notifying the tenants when it is safe to re-enter the building.

DPS Personnel

1. To keep Fire Areas and Lanes clear for emergency vehicles.
2. To shut down traffic on road(s) where building tenants are exiting.
3. To assist in canvassing assembled groups to determine numbers and locations of people who are unaccounted for or needing evacuation assistance.
4. To maintain crowd control.
5. To assist Building Maintenance in advising tenants when it is safe to re-enter the building.

Building Security Guards

1. Ensuring that no persons be permitted entrance into the building until the "All Clear" is announced.
2. To exit the building after the Firemen arrive and then take up a position outside a front door.

EMERGENCY EVACUATION DRILLS

Evacuation drills will be conducted on an annual basis (minimal). These drills will involve all personnel occupying the building. As part of and prior to these drills, Evacuation Safety Personnel will be expected to attend refresher reviews.

Evacuation drills will be conducted in conjunction with the BRFD, DPS, Johnson Controls and Office of State Buildings' personnel. Evaluation reports will be kept by the Facility Maintenance Manager and the Loss Prevention Manager of the Office of State Buildings and will be available upon request for annual Office of Risk Management Audit purposes.

WHEN THE ALARM SOUNDS

1. The Floor/Section Warden will

a. Put on their identification vests or hats.
b. Put the evacuation plan into action.
c. Take their place at their assigned Exit Stairwell position.
d. Encourage a prompt but orderly evacuation.
e. Ensure that all areas of the floor/section, including restrooms, are vacated.
f. Not leave the floor until all Deputy Wardens and the Assistants for the Physically Challenged have checked in and assuring that their respective areas are clear.
g. Upon arrival at the designated assembly area, perform a head count to verify that all regular occupants of their floor/section have been evacuated.
h. Notify the Evacuation Safety Director or Deputy of the count and of anyone not accounted for.

2. The Deputy Warden will

a. Put on their identification vests or hats.
b. Assume the duties of the Floor/Section Warden if the Warden is not in position.
c. Assist the Wardens in any way possible.
d. Prevent access to Elevators and direct those searching for evacuation routes to the nearest stairwell.

3. Assistants for the Physically Challenged will

a. Put on their identification vests or hats.
b. Locate the physically challenged person to whom they are assigned and ensure that the person is moved to the entrance of the stairwell.
c. Assist the physically challenged person (s) into the stairwell landing AFTER ALL PERSONS FROM THE FLOOR ABOVE AND OWN FLOOR HAS EXITED to await assistance from Emergency Rescue personnel.
d. Notify the Floor/Section Wardens that their physically challenged person is accounted for in the stairwell and awaiting rescue.

4. Building Occupants will

a. Shut down PCs (if time permits);
b. Take any personal items and visitors with you and;
c. Evacuate the building and assemble with your floor/section in your assigned location.

EMERGENCY EVACUATION ROUTES and ASSEMBLY AREAS

Evacuation plans by floor with primary exit routes indicated have been developed and will be posted at strategic locations on each floor. You will see that each floor is divided into two sections and these are color coded to indicate the primary stairwell to utilize in evacuating the building.

EVACUATION FLOOR/SECTION WARDEN CHECK LIST

Evacuation Safety Director:
Deputy Evacuation Safety Director:
Evacuation Floor/Section Warden:
Assistant Evacuation Floor/Section Warden:
Section is located on the side of the Floor(s) of the Building.
Number of Employees in Section (normally):
Evacuation Assembly Area:
Section or Group:

**Emergency Evacuation Assistance List**

Information effective as of
Persons Requiring Assistance in evacuating the building:
Name:
Where employee will be waiting:

# "Appendix A"

| City/Building | Hours | Non-Emergency Security Telephone | Emergency Telephone |
|---|---|---|---|
| **ALEXANDRIA** | | | |
| Alexandria State Office Bldg | 6a.m.-6p.m.<br>Mon.-Fri.<br>After hours | DPS officer on duty<br>Alexandria Office Bldg. (318) 767-6026<br>Alexandria City Police (318) 449-5099 | 911 |
| **BATON ROUGE** | | | |
| 1st Circuit Court of Appeals | 7:00 a.m.-8:30 p.m. Mon.-Fri.<br>After hours | Court security officer<br>342-3601 or Ext 217,222,223,233<br>DPS Police 342-5911 | 911 |
| Arsenal Museum | All hours | DPS Police 342-5911 | 911 |
| B. R. State Office | All hours | DPS Police 342-5911 | 911 |
| Bienville Building | All hours | DPS Police 342-5911 | 911 |
| Brickyard Facility | All hours | DPS Police 342-5911 | 911 |
| Capitol Annex | All hours | DPS Police 342-5911 | 911 |
| Central Plant | All hours | DPS Police 342-5911 | 911 |
| Champion A & B | All hours | Baton Rouge City Police 389-3831 | 911 |
| Claiborne Bldg. | All hours | DPS Police 342-5911 | 911 |
| DEQ Lab | All hours | DPS Police 342-5911 | 911 |
| Governor's Mansion | All hours | DPS Police 342-5911 | 911 |
| Galvez Garage | 5:00 a.m. - 9 p.m. Mon.-Fri.<br>After hours | callbox located in elevator and stairwells<br>must call 911 | 911 |
| Galvez Building | All hours | DPS Police 342-5911 | 911 |
| Poydras | All hours | DPS Police 342-5911 | 911 |
| Iberville Building | All hours | DPS Police 342-5911 | 911 |
| ISB (Data Center) | All hours | DPS Police 342-5911 | 911 |
| LaSalle Garage | 5:00 a.m. - 9 p.m. Mon.-Fri.<br>After hours | callbox located in elevator and stairwells<br>must call 911 | 911 |
| LaSalle Building | All hours | DPS Police 342-5911 | 911 |
| Old Governor's Mansion | All hours | DPS Police 342-5911 | 911 |
| Pentagon A, B, C, D | All hours | DPS Police 342-5911 | 911 |
| Service Center | All hours | DPS Police 342-5911 | 911 |
| State Capitol | All hours | DPS Police 342-5911 | 911 |
| State Library | All hours | DPS Police 342-5911 | 911 |
| Visitor Center/Garage | All hours | DPS Police 342-5911 | 911 |
| Wooddale Tower | All hours | Baton Rouge City Police 389-3831 | 911 |

# "Appendix A"

| | | | |
|---|---|---|---|
| ***LAFAYETTE*** | | | |
| Brandywine 3 | 6a.m.-6p.m.<br>Mon.-Fri.<br>After hours | DPS officer on duty<br>Brandywine 3 (337) 262-1351<br>Lafayette City Police (337) 291-8613 | 911 |
| Brandywine 6 | 6a.m.-6p.m<br>Mon.-Fri.<br>After hours | DPS officer on duty<br>Brandywine 6 (337) 262-1351<br>Lafayette City Police (337) 291-8613 | 911 |
| ***MONROE*** | | | |
| Monroe State Office Bldg | 6a.m.-6p.m.<br>Mon.-Fri.<br>After Hours | DPS officer on duty<br>Monroe Office Bldg. (318) 362-4296<br>Monroe City Police (318) 329-2600 | 911 |
| ***NEW ORLEANS*** | | | |
| Harvey State Office Bldg | 6 a.m.-6 p.m.<br>Mon.-Fri.<br>After hours | DPS officer on duty<br>Harvey Office Bldg. (504) 361-6015<br>Jefferson Parish Sheriff's Dept. (504) 349-5322 | 911 |
| State Supreme Court | All hours | Court Security (504) 310-2459 | 911 |
| ***SHREVEPORT*** | | | |
| 2ND Circuit Court of Appeal | 8:00 a.m.-8:00 p.m.<br>Mon.-Fri.<br>After hours | Court Security officer on duty<br>2nd Circuit Court of Appeal (318) 227-3705<br>Shreveport City Police (318) 675-2150 | 911 |
| Jordan Street Bldg | 8:00 a.m.-4:00 p.m.<br>Mon.-Fri.<br>After hours | DPS officer on duty<br>Shreveport State Office Bldg (318) 676-7443<br>Shreveport City Police (318) 675-2150 | 911 |
| Shreveport State Office Bldg | 8:00 a.m.-4:00 p.m.<br>Mon.-Fri.<br>After hours | DPS officer on duty<br>Shreveport State Office Bldg. (318) 676-7443<br>Shreveport City Police (318) 675-2150 | 911 |

# Bombs and any other Threats of Violence

Bomb threats and actual bombings are presently on the increase in the U.S. Organization and plans must be made in advance to handle bomb threats with a minimum of confusion and panic. Responsibility for the development and implementation of bomb threat procedures rests with those officials that are responsible for the management of a facility, department, or activity.

Whenever a threat (bomb or any other) is made, it is done so by either telephone or mail and should always be taken seriously. In the case of a bomb threat by telephone,, the employee receiving the call should:

1. Stay as calm as possible.

2. **Don't hang up or let the caller hang up.**

3. Attempt to find out why the caller is upset, (the reason for the threat).

4. Identify the type of threat and whom the threat is directed.

5. Try to calm the caller down.

6. Get as much information as possible. **(See Bomb/Other Threats Checklist, Page 17)**

7. Report call to the House sergeant at arms at 342-1228 and DPS at 342-5911

8. Notify your supervisor.

9. Supervisor should notify OSB work control (219-4820).

10. The person who received the threat should remain available until law enforcement arrives.

11. **Whenever there is a bomb threat, DPS Police (State Police) and HAZ Mat (Bomb Techs) need the employees of the affected floor to assist them in looking for unusual items or advising them of unusual visitors.**

12. Bomb techs advise that 500 to 1,000 ft. is the min. safe distance from a potential bomb scene. Our Emergency Evacuation Assembly Area meets these minimum requirements.

13. If an evacuation is called for by the bomb techs, it will probably involve the affected floor plus the floor above and the floor below. The DPS Police officers as well as the Sgt. at Arms will assist in the evacuation.

14. Employees from the affected area must use the stairs to descend to the Ground floor and then take up their assigned positions in the evacuation assembly area. Cell phone use is not permitted.

15. If any persons who, in an emergency would usually stay behind in a "shelter/restroom" area, they should seek refuge in a similar location ONE floor below the 3 floor affected area. (See No. 13.)

16. Employees should not leave their assigned evacuation positions until an "All Clear" is given and then they should return to their normal work location unless directed differently by a supervisor.

# HAZMAT BOMB THREATS

## APPENDIX B-1
## CHECK LIST WHEN YOU RECEIVE A BOMB THREAT

| | |
|---|---|
| Time and Date Reported: | |
| How Reported: | |
| Number at Which Call Received: | |
| Questions to Ask: | |
| 1. When is bomb going to explode? | |
| 2. Where is bomb right now? | |
| 3. What kind of bomb is it? | |
| 4. What does it look like? | |
| 5. Why did you place the bomb? | |
| 6. Where are you calling from? | |
| Description of Callers Voice: | Male / Female<br>Young / Middle Age / Old Accent |
| Tone of Voice: | |
| Background Noise : | |
| Is Voice Familiar? | |
| If so, who did it sound like? | |
| Other voice characteristics: | |
| Time Caller Hung Up: | |
| Exact Wording of the Threat: | |
| Name, Address, Telephone of Recipient: | |

# BOMB INFORMATION

Place this near your telephone

## QUESTIONS TO ASK

1. When is bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

## THREAT LANGUAGE

_____ Well Spoken (educated)
_____ Incoherent
_____ Foul _____ Taped
_____ Message read by threat maker
_____ Irrational

Write the Exact Wording of the Threat:

Report call immediately to

_____
Phone Number

_____

Name: _____
Position: _____
Phone Number: _____
Sex of Caller: _____
Race: _____
Age: _____
Number at which call is received:
Time: _____ Date: ___/___/___

## REMARKS

_____
_____
_____
_____
_____
_____

## CALLER'S VOICE

_____ Calm
_____ Angry
_____ Excited
_____ Slow
_____ Rapid
_____ Soft
_____ Loud
_____ Laughter
_____ Crying
_____ Normal
_____ Distint
_____ Slurred
_____ Whispered

_____ Nasal
_____ Slutter
_____ Lisp
_____ Raspy
_____ Deep
_____ Ragged
_____ Clearing Throat
_____ Deep Breathing
_____ Cracking voice
_____ Disguised
_____ Accent
_____ Familiar

If voice is familiar,
Who did it sound like? _____

## BACKGROUND SOUNDS

_____ Street Noises
_____ Factory Machinery
_____ Crockery
_____ Voices
_____ PA System
_____ Music
_____ House Noises
_____ Long Distance
_____ Motor
_____ Other _____
_____ Office Machinery

_____ Animal Noises
_____ Clear
_____ Static
_____ Local

Report Call immediately to

_____
Phone Number

_____

Name: _____
Position: _____
Phone Number: _____

WHAT NOT TO DO

DON'T ignore bomb threats.
DON'T touch suspected explosives.
DON'T touch suspected bombs.
DON'T move suspected bombs.
DON'T move things that you don't know what they are.
DON'T open things that you don't know what they are.
DON'T place in water.
DON'T shake.
DON'T turn.
DON'T cut wires.
DON'T pull wires.
DON'T cut string.
DON'T pull fuses.
DON'T stamp out fuses.
DON'T undo glued packages.
DON'T pass metallic tools near suspected bomb.
DON'T move switches.
DON'T release hooks.
DON'T smoke near suspected bombs.
DON'T carry bomb outside.
DON'T carry bombs period.
DON'T place near heat.
DON'T place near vital equipment.
DON'T investigate too closely.
DON"T use insulating materials (bomb blankets or sandbags) unless you know how the bomb works.
DON'T move the bomb away from the people—— move the people away from the bomb.
DON'T get near bombs.
DON'T transmit on radios. Turn beepers and all other transmitters off.

DO STAY AWAY FROM BOMBS. OPEN WINDOWS AND DOORS IF POSSIBLE.

IN SHORT, DON'T BE A HERO. THE GRAVEYARDS ARE FULL OF HEROES.
REMEMBER: IT'S A BOMB UNTIL IT'S NOT A BOMB.

LOUISIANA COMMISSION ON LAW ENFORCEMENT

SAFETY PROGRAM

EFFECTIVE DATE: Revised /June 2010/June 2011/March 2012/JAN.2013/JUNE 2014 JAN 2014

SUBJECT: PROCEDURES FOR RESPONSE TO BUILDING ALARMS

AUTHORIZATION:_____

***JOEY WATSON***
Executive Director

POLICY/PROCEDURE

It is the policy of the Louisiana Commission on Law Enforcement that all employees are provided a work environment, which is as safe and accident free as possible. Part of that policy is to ensure that all employees are familiar and trained in the safe evacuation of the building. In a collaborative effort with the Office of State Buildings and all other agencies housed in the Galvez Building, LCLE will follow procedures provided by State Buildings in evacuating the building during drills and actual emergencies. Please read and familiarize with the Office of State Buildings Facility Manual pages 12 thru 13 specific for evacuation procedures.

All employees and their visitors must evacuate the building when an alarm sounds, regardless of the length of the time the signal sounds.

Floor wardens have been assigned on the first floor for LCLE. Floor wardens are authorized to instruct all employees to evacuate the buildings and will be identified by orange vests. **In the event Johnson Controls conducts a test of the fire alarm system, a PA announcement will be made regarding evacuation. Follow the instructions of your floor warden.**

**Floor Wardens are:**

| | |
|---|---|
| Bob Wertz- POST-CVR-*225-342-1667* | **Back up**- Michelle Fuchs/*225-342-1530* |
| Fredia Dunn- UCR/Policy Pln.-*225-342-1867* | **Back up**- Stacy Miller/*225-342-1845* |
| James Franklin- Fiscal -*225-342-1591* | **Back up**- Cristy Mumphrey/*225-342-1596* |
| Kathy Guidry-Fed Grants-*225-342-1829* | **Back up** -Kim Lax/*225-342-1573* |
| Tyler Downing-Exec.Suite-*225-342-1893* | **Back up** -Lisa Dreher-*225-342-1500* |

Employees will immediately stop what they are doing and immediately begin to evacuate, you do not have to shut down computers and **doors are to be closed not locked as you leave**. Make sure that you take your valuables, purses, keys etc. Floor wardens are to check and make sure doors are closed as they assist employees out of the building.

The Fire Chief has requested that **doors not be locked** in order to allow fire fighters easy access to all of the offices/room. In the event of a fire, locked doors will be broken if firefighters feel the need to access the area.

Employees are to evacuate through the rear entrance to Galvez following the path south of the building crossing 6th street towards the 6th and North Parking Lot. LCLE employees should remain quiet and assemble together in their respective work units in order for roll call to be swiftly taken. LCLE employees should also stay close with their respective floor wardens and not wander off. Employees who wander off may be putting them selves at risk should conditions with the emergency change within the event.

Depending on weather conditions, permission to change locations will be authorized by the Executive Director and/or Deputy Director.

Floor wardens will report the names of employees and or visitors and those not accounted for to Roll Call Attendant who will then report to the Lead Floor Warden who will then report to emergency personnel at the front of the building. If the Roll Attendant is not available then report to the Safety Coordinator (Verna Hamilton), if neither is available, report directly to the Lead Warden (Bob Wertz). Also a sign will be display corresponding colors that indicate **green** for "all accounted for"; **yellow**- "all accounted for but in stairwell"; red –"1 or more unaccounted for";

Employees who have health conditions and who need assistance should advise their supervisor so that assistance is provided to escort the employee in the event of an evacuation.

During an emergency situation, vehicles are not to be driven through the "Command Post". The Command Post is the central point of contact for all emergency personnel. Employees attempting to leave by car during an emergency situation could obstruct or hinder emergency procedures. Therefore, all employees are to follow the directives given by the Emergency Responders, Executive Director, or the Safety Coordinator, and/or Lead Floor Warden.

Employees should wait for the **ALL CLEAR** issued by the Emergency Responders before re-entering the building.

LCLE employees *should* also familiarize themselves with the State of Louisiana Bomb Threat and Search Procedures.

North
Elk St. Exit
Receiving Entrance
CVR.
Post
UCR/CCLE
Fiscal
Organized
Feed
Grain St.
Fourth Street
Conference Center
Break Area
Executive
Main Lobby
C110
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# Asset Certification Report

## Location: 130 1ST FLOOR GALVEZ BLDG

| Asset | Description | Serial Number | Building | Floor | Room | Person | UnlocYr | Current Cost | Original Cost |
|---|---|---|---|---|---|---|---|---|---|
| **Person Responsible: BRENDA JONES** | | | | | | | | | |
| 52900-001594 | PRINTER LASER | JPLH000479 | GALVEZ | 1ST | 130 | BRENDA JONES | | 1,184.00 | 1,184.00 |
| **Person Responsible: CRISTY MUMPHREY** | | | | | | | | | |
| 52900-001410 | PRINTER LASER | USFB096199 | GALVEZ | 1ST | 130/20 | CRISTY MUMPHREY | | 1,340.00 | 1,340.00 |
| **Person Responsible: CRYSTAL FOSTER** | | | | | | | | | |
| 52900-001710 | PRINTER LASER | SUSMB239454 | GALVEZ | 1ST | 130 | CRYSTAL FOSTER | | 1,085.00 | 1,085.00 |
| **Person Responsible: DEBBIE MAGGIO** | | | | | | | | | |
| 52900-001967 | hp color printer lj cp3505x | CNBC757477 | GALVEZ | 1ST | 130 | DEBBIE MAGGIO | | 1,043.00 | 1,043.00 |
| 52900-001993 | compaq 8100 elite | MXL122186Q | GALVEZ | 1ST | 130 | DEBBIE MAGGIO | | 1,538.11 | 1,538.11 |
| 52900-001994 | Color network | JPRCBD20NV | GALVEZ | 1ST | 130 | DEBBIE MAGGIO | | 5,748.75 | 5,748.75 |
| 52900-001995 | Flatbed | SC09E11011 | GALVEZ | 1ST | 130 | DEBBIE MAGGIO | | 1,138.07 | 1,138.07 |
| **Person Responsible: DEMETRIUS JOUBERT** | | | | | | | | | |
| 52900-001919 | NC4010 PM | CNU4240PWH | GALVEZ | 1ST | 130 | DEMETRIUS JOUBERT | | 2,411.41 | 2,411.41 |
| **Person Responsible: JAMES FRANKLIN** | | | | | | | | | |
| 52900-001945 | compac tc4400 | CND6291G04 | GALVEZ | 1ST | 130 | JAMES FRANKLIN | | 1,723.00 | 1,723.00 |
| 52900-001976 | Scanjet | CN87PA0361 | GALVEZ | 1ST | 130 | JAMES FRANKLIN | | 1,220.00 | 1,220.00 |
| 52900-001997 | COMPUTER | 2UA232INTQ | GALVEZ | 1ST | 133 | JAMES FRANKLIN | | 1,230.51 | 1,230.51 |
| **Person Responsible: KATHY GUIDRY** | | | | | | | | | |
| 52900-001920 | LASERJET | SUSGNP47694 | GALVEZ | 1ST | 130 | KATHY GUIDRY | | 1,312.71 | 1,312.71 |
| 52900-001948 | HP TABLET TC4400 | CND6311GOX | GALVEZ | 1ST | 130 | KATHY GUIDRY | | 1,723.00 | 1,723.00 |
| **Person Responsible: KIMBERLY LAX** | | | | | | | | | |
| 52900-001944 | compac tc4400 | CND6291DN7 | GALVEZ | 1ST | 130/24 | KIMBERLY LAX | | 1,723.00 | 1,723.00 |
| **Person Responsible: LINDA GAUTIER** | | | | | | | | | |
| 52900-001603 | PRINTER LASER | USMB014784 | GALVEZ | 1ST | 130/9 | LINDA GAUTIER | | 1,295.00 | 1,295.00 |
| **Person Responsible: MARTHA ADDISON** | | | | | | | | | |
| 52900-001593 | PRINTER LASER | JPLH000490 | GALVEZ | 1ST | 130 | MARTHA ADDISON | | 1,184.00 | 1,184.00 |
| 52900-001979 | SCANNER, COMPUTER | CN89MA0035 | GALVEZ | 1ST | 130 | MARTHA ADDISON | | 1,220.00 | 1,220.00 |
| **Person Responsible: MELANIE VICK** | | | | | | | | | |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| 52900-001978 | SCANNER, COMPUTER | CN89MA0235 | GALVEZ | 1ST | 130 | MELANIE VICK | 1,220.00 | 1,220.00 |
| **Person Responsible: MELINDA BENDER** | | | | | | | | |
| 52900-001884 | PRINTER LASER HEWLET PACKARD | SCNBF206199 | GALVEZ | 1ST | 130 | MELINDA BENDER | 1,282.00 | 1,282.00 |
| **Person Responsible: TANYA LAPORTE** | | | | | | | | |
| 52900-001975 | ScanJet | CN87P0386A | GALVEZ | 1ST | 130 | TANYA LAPORTE | 1,220.00 | 1,220.00 |
| **Person Responsible: TONI ZITO** | | | | | | | | |
| 52900-001588 | PRINTER LASER | 4MB,12PPM,600DPI | GALVEZ | 1ST FLOOR | 130 | TONI ZITO | 1,184.00 | 1,184.00 |
| 52900-001966 | PRINTER | CNRXR58420 | GALVEZ | 1ST | 130 | TONI ZITO | 1,556.00 | 1,556.00 |

**Total for Location:** 130 1ST FLOOR GALVEZ BLDG
**Total Assets:** 22
**Total Current Acq Cost:** $ 34,581.56
**Total Orig Acq Cost:** $ 34,581.56

I hereby certify that I have conducted a physical inventory and all items have been accounted for with the exception of any attached discrepancies.

Signature: _____

Print Name: _____

Date: _____

Address: _____

# Asset Certification Report

## Location: 132 1ST FLOOR GALVEZ BLDG

| Asset | Description | Serial Number | Building | Floor | Room | Person | UnlocYr | Current Cost | Original Cost |
|---|---|---|---|---|---|---|---|---|---|
| **Person Responsible:** | | | | | | | | | |
| 52900-001983 | multimedia projector | KZUF9X0084L | GALVEZ | 1ST | 132/3 | | | 1,234.00 | 1,234.00 |
| **Person Responsible: CARLE JACKSON** | | | | | | | | | |
| 52900-001956 | COMPAC NX7400 | CNU72421Q6 | GALVEZ | 1ST | 136 | CARLE JACKSON | | 1,431.00 | 1,431.00 |
| **Person Responsible: CHERYL AUGUSTUS** | | | | | | | | | |
| 52900-001729 | PRINTING MACHINE | USMB224082 | GALVEZ | 1ST | 132 | CHERYL AUGUSTUS | | 1,085.00 | 1,085.00 |
| 52900-001930 | COMPUTER, LAPTOP | CNU5110CMX | GALVEZ | 1ST | 132/5 | CHERYL AUGUSTUS | | 2,037.00 | 2,037.00 |
| **Person Responsible: FREDIA DUNN** | | | | | | | | | |
| 52900-001986 | COLOR PRINTER | JPSC98N08B | GALVEZ | 1ST | 132 | FREDIA DUNN | | 3,875.00 | 3,875.00 |
| **Person Responsible: JARRELL PARKER** | | | | | | | | | |
| 52900-001935 | LAPTOP-NOTEBOOK | CNU5180GH4 | GALVEZ | 1ST | 132/3 | JARRELL PARKER | | 2,062.00 | 2,062.00 |
| **Person Responsible: JOYCE SPEARS** | | | | | | | | | |
| 52900-001428 | PRINTER LASER | USFC204261 | GALVEZ | 1ST | 132 | JOYCE SPEARS | | 1,340.00 | 1,340.00 |
| 52900-001939 | LAPTOP-NOTEBOOK | CNU5180HNM | GALVEZ | 1ST | 132 | JOYCE SPEARS | | 2,062.00 | 2,062.00 |
| **Person Responsible: LINDA DODD** | | | | | | | | | |
| 52900-001708 | PRINTER LASER | USMB177823 | GALVEZ | 1ST | 132 | LINDA DODD | | 1,085.00 | 1,085.00 |
| ~~52900-001936~~ | ~~LAPTOP-NOTEBOOK~~ | ~~CNU5180JS1~~ | ~~GALVEZ~~ | ~~1ST~~ | ~~132~~ | ~~LINDA DODD~~ | | ~~2,062.00~~ | ~~2,062.00~~ |
| **Person Responsible: OPAL WEST** | | | | | | | | | |
| 52900-001989 | hp Elite 8000 | MXL0312B29 | GALVEZ | 1ST | 132 | OPAL WEST | | 1,072.68 | 1,072.68 |
| **Person Responsible: ROBERT MEHRTENS** | | | | | | | | | |
| 52900-001882 | PRINTER | SCNBF104338 | GALVEZ | 1ST | 132 | ROBERT MEHRTENS | | 1,282.00 | 1,282.00 |
| 52900-001951 | COMPUTER, LAPTOP | CNU715ORPS | GALVEZ | 1ST | 132/137 | ROBERT MEHRTENS | | 1,069.00 | 1,069.00 |
| **Person Responsible: RON SCHULINGKAMP** | | | | | | | | | |
| 52900-001984 | HpElite | 2CE94001NY | GALVEZ | 1ST | 132 | RON SCHULINGKAMP | | 1,549.00 | 1,549.00 |
| 52900-001987 | Scanjet-Flatbed/Feeder | FCLSD-0705 | GALVEZ | 1ST | 132 | RON SCHULINGKAMP | | 3,254.00 | 3,254.00 |
| **Person Responsible: SHERRO HAYNES** | | | | | | | | | |
| 52900-001733 | PRINTING MACHINE | USMC039102 | GALVEZ | 1ST | 134 | SHERRO HAYNES | | 1,085.00 | 1,085.00 |
| 52900-001925 | DIGITAL PROJECTOR | TWC4325138 | GALVEZ | 1ST | 134 | SHERRO HAYNES | | 1,866.36 | 1,866.36 |

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| 52900-001964 | Epson Digital Projector | V11H233020 | GALVEZ | 1ST | 132/134 | SHERRO HAYNES | 1,503.00 | 1,503.00 |
| 52900-001996 | HP8200 | MXL1452286 | GALVEZ | 1ST FLOOR | 134 | SHERRO HAYNES | 1,479.16 | 1,479.16 |

**Person Responsible: STACEY MILLER**

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| 52900-001724 | PRINTING MACHINE | UCRUSMB209390 | GALVEZ | 1ST | 132 | STACEY MILLER | 1,085.00 | 1,085.00 |

**Total for Location:** 132 1ST FLOOR GALVEZ BLDG
**Total Assets:** 20
**Total Current Acq Cost:** $ 33,518.20
**Total Orig Acq Cost:** $ 33,518.20

I hereby certify that I have conducted a physical inventory and all items have been accounted for with the exception of any attached discrepancies.

Signature: _____

Print Name: _____

Date: _____

Address: _____

# Asset Certification Report

**Location: 142 1ST FLOOR GALVEZ BLDG**

| Asset | Description | Serial Number | Building | Floor | Room | Person | UnlocYr | Current Cost | Original Cost |
|---|---|---|---|---|---|---|---|---|---|
| **Person Responsible: CARLA DOMINGUE** | | | | | | | | | |
| 52900-001952 | COMPUTER, LAPTOP | CNU715123R | GALVEZ | 1ST | 142 | CARLA DOMINGUE | | 1,069.00 | 1,069.00 |
| **Person Responsible: MARGARET WATSON** | | | | | | | | | |
| 52900-001958 | DESKTOP | 2UA72303HH | GALVEZ | 1ST | 142 | MARGARET WATSON | | 1,042.00 | 1,042.00 |

**Total for Location:** 142 1ST FLOOR GALVEZ BLDG
**Total Assets:** 2
**Total Current Acq Cost:** $ 2,111.00
**Total Orig Acq Cost:** $ 2,111.00

I hereby certify that I have conducted a physical inventory and all items have been accounted for with the exception of any attached discrepancies.

Signature: _____

Print Name: _____

Date: _____

Address: _____

# Asset Certification Report

**Location: 143 1ST FLOOR GALVEZ BLDG**

| Asset | Description | Serial Number | Building | Floor | Room | Person | UnlocYr | Current Cost | Original Cost |
|---|---|---|---|---|---|---|---|---|---|
| Person Responsible: TANYA LAPORTE | | | | | | | | | |
| 52900-001942 | SPACESAVER | | GALVEZ | 1ST | 143 | TANYA LAPORTE | | 6,173.65 | 6,173.65 |

**Total for Location:** 143 1ST FLOOR GALVEZ BLDG
**Total Assets:** 1
**Total Current Acq Cost:** $ 6,173.65
**Total Orig Acq Cost:** $ 6,173.65

I hereby certify that I have conducted a physical inventory and all items have been accounted for with the exception of any attached discrepancies.

Signature: _____

Print Name: _____

Date: _____

Address: _____

# Asset Certification Report

## Location: 144 1ST FLOOR GALVEZ BLDG

| Asset | Description | Serial Number | Building | Floor | Room | Person | UnlocYr | Current Cost | Original Cost |
|---|---|---|---|---|---|---|---|---|---|
| **Person Responsible: BOB WERTZ** | | | | | | | | | |
| 52900-001726 | PRINTING MACHINE | USMB074164 | GALVEZ | 1ST | 144 | BOB WERTZ | | 1,085.00 | 1,085.00 |
| 52900-001865 | SHREDDER PAPER | 2448557 | GALVEZ | 1ST | 144 | BOB WERTZ | | 2,365.00 | 2,365.00 |
| 52900-001924 | digital projector | TWC4325131 | GALVEZ | 1ST | 144 | BOB WERTZ | | 1,866.36 | 1,866.36 |
| **Person Responsible: MICHELLE FUCHS** | | | | | | | | | |
| 52900-001725 | RINTING MACHINE | USMB209390 | GALVEZ | 1ST | 144 | MICHELLE FUCHS | | 1,085.00 | 1,085.00 |
| **Person Responsible: REBEKAH TAYLOR** | | | | | | | | | |
| 52900-001713 | PRINTING MACHINE | SUSMB271985 | GALVEZ | 1ST | 144 | REBEKAH TAYLOR | | 1,085.00 | 1,085.00 |
| 52900-001953 | COMPUTER, LAPTOP | CNU7231YK6 | GALVEZ | 1ST | 144 | REBEKAH TAYLOR | | 1,431.00 | 1,431.00 |
| **Person Responsible: VERNA HAMILTON** | | | | | | | | | |
| 52900-001957 | COMPAC NX7400 | CNU72421QT | GALVEZ | 1ST | 144 | VERNA HAMILTON | | 1,431.00 | 1,431.00 |

**Total for Location:** 144 1ST FLOOR GALVEZ BLDG
**Total Assets:** 7
**Total Current Acq Cost:** $ 10,348.36
**Total Orig Acq Cost:** $ 10,348.36

I hereby certify that I have conducted a physical inventory and all items have been accounted for with the exception of any attached discrepancies.

Signature: _____

Print Name: _____

Date: _____

Address: _____

## Location: 146 1ST FLOOR GALVEZ BLDG

| Asset | Description | Serial Number | Building | Floor | Room | Person | UnlocYr | Current Cost | Original Cost |
|---|---|---|---|---|---|---|---|---|---|
| **Person Responsible: ANTHONY MYLES** | | | | | | | | | |
| 52900-001954 | hpcompac nx7400 | CNU724221KT | GALVEZ | 1ST | 146/1 | ANTHONY MYLES | | 1,431.00 | 1,431.00 |
| 52900-001963 | HP Color Printer 5550dtn q3716a | JPSC76F032 | GALVEZ | 1ST | 146 | ANTHONY MYLES | | 4,061.00 | 4,061.00 |
| 52900-001988 | work sttion w/850,88 plus energy eff. | 2UA9461D6P | GALVEZ | 1ST | 146/1 | ANTHONY MYLES | | 2,159.00 | 2,159.00 |
| **Person Responsible: CHERYL AUGUSTUS** | | | | | | | | | |
| 52900-001928 | COMPUTER, LAPTOP | CNU5110CZF | GALVEZ | 1ST | 146/3 | CHERYL AUGUSTUS | | 2,037.00 | 2,037.00 |
| **Person Responsible: DEREK ODOM** | | | | | | | | | |
| 52900-001833 | CAMERA, DIGITAL | S01-1129435-B | GALVEZ | 1ST | 146/1 | DEREK ODOM | | 1,248.00 | 1,248.00 |
| 52900-001883 | COMPUTER, LAPTOP | CN03J010129612915031 | GALVEZ | 1ST | 146/3 | DEREK ODOM | | 2,808.00 | 2,808.00 |
| 52900-001929 | COMPUTER, LAPTOP | CNU5110DOX | GALVEZ | 1ST | 146/3 | DEREK ODOM | | 2,037.00 | 2,037.00 |
| 52900-001932 | nc4010 HP compac business notebook | CNU51110CV1 | GALVEZ | 1ST | 146/3 | DEREK ODOM | | 2,062.00 | 2,062.00 |
| 52900-001934 | LAPTOP-NOTEBOOK | CNU5180HF9 | GALVEZ | 1ST | 146/3 | DEREK ODOM | | 2,062.00 | 2,062.00 |
| 52900-001937 | LAPTOP-NOTEBOOK | CNU5180FKM | GALVEZ | 1ST | 146/3 | DEREK ODOM | | 2,062.00 | 2,062.00 |
| 52900-001938 | LAPTOP-NOTEBOOK | CNU5180GS8 | GALVEZ | 1ST | 146 | DEREK ODOM | | 2,062.00 | 2,062.00 |
| 52900-001985 | Compac DC7900 | MXL942097Q | GALVEZ | 1ST | 146 | DEREK ODOM | | 1,075.00 | 1,075.00 |
| **Person Responsible: JOEY WATSON** | | | | | | | | | |
| 52900-001921 | faxw/letter/legalpaper tray | 18811011A | GALVEZ | 1ST | C105 | JOEY WATSON | | 1,395.00 | 1,395.00 |
| **Person Responsible: LISA DREHER** | | | | | | | | | |
| 52900-001927 | COMPUTER, LAPTOP | CNU5110FJV | GALVEZ | 1ST | 146/150 | LISA DREHER | | 2,037.00 | 2,037.00 |
| **Person Responsible: RUSTIN LEGENDRE** | | | | | | | | | |
| 52900-001732 | PRINTING MACHINE | USEK061612 | GALVEZ | 1ST | 146 | RUSTIN LEGENDRE | | 1,085.00 | 1,085.00 |

# Asset Certification Report

| | |
|---|---|
| **Total for Location:** | 146 1ST FLOOR GALVEZ BLDG |
| **Total Assets:** | 15 |
| **Total Current Acq Cost:** | $ 29,621.00 |
| **Total Orig Acq Cost:** | $ 29,621.00 |

I hereby certify that I have conducted a physical inventory and all items have been accounted for with the exception of any attached discrepancies.

Signature: _____

Print Name: _____

Date: _____

Address: _____

# Asset Certification Report

**Location: COPY AREA ROOM 130-GALVEZ BLDG**

| Asset | Description | Serial Number | Building | Floor | Room | Person | UnlocYr | Current Cost | Original Cost |
|---|---|---|---|---|---|---|---|---|---|
| **Person Responsible: KATHY GUIDRY** | | | | | | | | | |
| 52900-001828 | FAX (FACSIMILE) | 01000400394 | GALVEZ | 1ST | 130 | KATHY GUIDRY | | 1,090.00 | 1,090.00 |
| **Person Responsible: TANYA LAPORTE** | | | | | | | | | |
| 52900-001977 | HP Color Network Printer | JPSC89407C | GALVEZ | 1ST | 130 | TANYA LAPORTE | | 3,875.00 | 3,875.00 |

**Total for Location:** COPY AREA ROOM 130-GALVEZ BLDG
**Total Assets:** 2
**Total Current Acq Cost:** $ 4,965.00
**Total Orig Acq Cost:** $ 4,965.00

I hereby certify that I have conducted a physical inventory and all items have been accounted for with the exception of any attached discrepancies.

Signature: _____

Print Name: _____

Date: _____

Address: _____

## Location: GALVEZ GARAGE

| Asset | Description | Serial Number | Building | Floor | Room | Person | UnlocYr | Current Cost | Original Cost |
|---|---|---|---|---|---|---|---|---|---|
| Person Responsible: | | | | | | | | | |
| 52900-001940 | carravan,white | 1D4GP24R65B381592 | | | | | | 17,869.00 | 17,869.00 |
| 52900-001965 | 4 door dark blue | 3FAHP07148R135769 | | | | | | 15,814.00 | 15,814.00 |
| 52900-001969 | 4 door dark blue | 3FAHP07128R135768 | | | | | | 15,814.00 | 15,814.00 |
| 52900-001970 | 4 DOOR DARK BLUE | 3FAHP07108R135770 | | | | | | 15,814.00 | 15,814.00 |
| 52900-001972 | 4 door/drk blue | 3FAHP07188R213017 | | | | | | 15,814.00 | 15,814.00 |
| 52900-001973 | 4 dOOR/DRK BLUE | 3FAHP07168R213016 | | | | | | 15,814.00 | 15,814.00 |
| 52900-001980 | SMALL CAR - AUTOMATIC | 2G1WB57K591278024 | | | | | | 16,474.00 | 16,474.00 |
| 52900-001981 | SMALL CAR - AUTOMATIC | 2G1WB57K691277240 | | | | | | 16,474.00 | 16,474.00 |
| 52900-001982 | SMALL CAR - AUTOMATIC | 2G1WB57K391276885 | | | | | | 16,474.00 | 16,474.00 |

**Total for Location:** GALVEZ GARAGE
**Total Assets:** 9
**Total Current Acq Cost:** $ 146,361.00
**Total Orig Acq Cost:** $ 146,361.00

I hereby certify that I have conducted a physical inventory and all items have been accounted for with the exception of any attached discrepancies.

Signature: _____

Print Name: _____

Date: _____

Address: _____

# Asset Certification Report

**Location: ISB**

| Asset | Description | Serial Number | Building | Floor | Room | Person | UnlocYr | Current Cost | Original Cost |
|---|---|---|---|---|---|---|---|---|---|
| **Person Responsible: ANTHONY MYLES** | | | | | | | | | |
| 52900-001906 | PROLIANT | D325KJ44H123 | GALVEZ | 1ST | ISB | ANTHONY MYLES | | 5,082.00 | 5,082.00 |
| 52900-001968 | ml350 g5 tower | USE739N3F5 | GALVEZ | 1ST | ISB | ANTHONY MYLES | | 5,417.01 | 5,417.01 |
| 52900-001992 | POWEREDGE R510 | 356KFPA1 | GALVEZ | 1ST | ISB | ANTHONY MYLES | | 4,460.36 | 4,460.36 |

**Total for Location:** ISB
**Total Assets:** 3
**Total Current Acq Cost:** $ 14,959.37
**Total Orig Acq Cost:** $ 14,959.37

I hereby certify that I have conducted a physical inventory and all items have been accounted for with the exception of any attached discrepancies.

Signature: _____

Print Name: _____

Date: _____

Address: _____

# Asset Certification Report

**Location: LDAA**

| Asset | Description | Serial Number | Building | Floor | Room | Person | UnlocYr | Current Cost | Original Cost |
|---|---|---|---|---|---|---|---|---|---|
| **Person Responsible: DALE POLOZOLA** | | | | | | | | | |
| 52900-001913 | NETSHAPER FIREWALL | J28X251 | LDAA | | | DALE POLOZOLA | 2011 | 4,000.00 | 4,000.00 |
| **Person Responsible: PATTY GIOVINGO** | | | | | | | | | |
| 52900-001955 | COMPAC NX7400 | CNU7242GNN | | | LDAA | PATTY GIOVINGO | 2012 | 1,431.00 | 1,431.00 |

**Total for Location:** LDAA
**Total Assets:** 2
**Total Current Acq Cost:** $ 5,431.00
**Total Orig Acq Cost:** $ 5,431.00

I hereby certify that I have conducted a physical inventory and all items have been accounted for with the exception of any attached discrepancies.

Signature: _____

Print Name: _____

Date: _____

Address: _____

# Asset Certification Report

**Location: LSA**

| Asset | Description | Serial Number | Building | Floor | Room | Person | UnlocYr | Current Cost | Original Cost |
|---|---|---|---|---|---|---|---|---|---|
| **Person Responsible:** | | | | | | | | | |
| 52900-001780 | COMPUTER | 01499 | | | | | | 47,084.00 | 47,084.00 |

**Total for Location:** LSA
**Total Assets:** 1
**Total Current Acq Cost:** $ 47,084.00
**Total Orig Acq Cost:** $ 47,084.00

I hereby certify that I have conducted a physical inventory and all items have been accounted for with the exception of any attached discrepancies.

Signature: _____

Print Name: _____

Date: _____

Address: _____

# Asset Certification Report

**Location: ROOM 141- FILES GALVEZ BLDG**

| Asset | Description | Serial Number | Building | Floor | Room | Person | UnlocYr | Current Cost | Original Cost |
|---|---|---|---|---|---|---|---|---|---|
| **Person Responsible: LCLE** | | | | | | | | | |
| 52900-001946 | crosscut | 2745480 | GALVEZ | 1ST | FISCAL FILE | LCLE | | 2,317.00 | 2,317.00 |

**Total for Location:** ROOM 141- FILES GALVEZ BLDG
**Total Assets:** 1
**Total Current Acq Cost:** $ 2,317.00
**Total Orig Acq Cost:** $ 2,317.00

I hereby certify that I have conducted a physical inventory and all items have been accounted for with the exception of any attached discrepancies.

Signature: _____

Print Name: _____

Date: _____

Address: _____

# Asset Certification Report

**Location: VENYU DATA**

| Asset | Description | Serial Number | Building | Floor | Room | Person | UnlocYr | Current Cost | Original Cost |
|---|---|---|---|---|---|---|---|---|---|
| **Person Responsible: ANTHONY MYLES** | | | | | | | | | |
| 52900-001990 | PowerEdge R310 Chassis | 6K1S3P1 | VENYU DATA | 1ST | | ANTHONY MYLES | | 2,959.37 | 2,959.37 |
| 52900-001991 | PowerEdge R410 | 2XNNMN1 | VENYU DATA | 1ST | 1ST | ANTHONY MYLES | | 3,595.83 | 3,595.83 |

**Total for Location:** VENYU DATA
**Total Assets:** 2
**Total Current Acq Cost:** $ 6,555.20
**Total Orig Acq Cost:** $ 6,555.20

I hereby certify that I have conducted a physical inventory and all items have been accounted for with the exception of any attached discrepancies.

Signature: _____

Print Name: _____

Date: _____

Address: _____

**Grand Total:**

| | |
|---|---|
| **TOTAL ASSETS:** | **87** |
| **TOTAL CURRENT ACQ COST:** | **$ 344,026.34** |
| **TOTAL ORIGINAL ACQ COST:** | **$ 344,026.34** |

I hereby certify that I have conducted a physical inventory and all items have been accounted for with the exception of any attached discrepancies.

Signature: _____

Print Name: _____

Date: _____

Address: _____