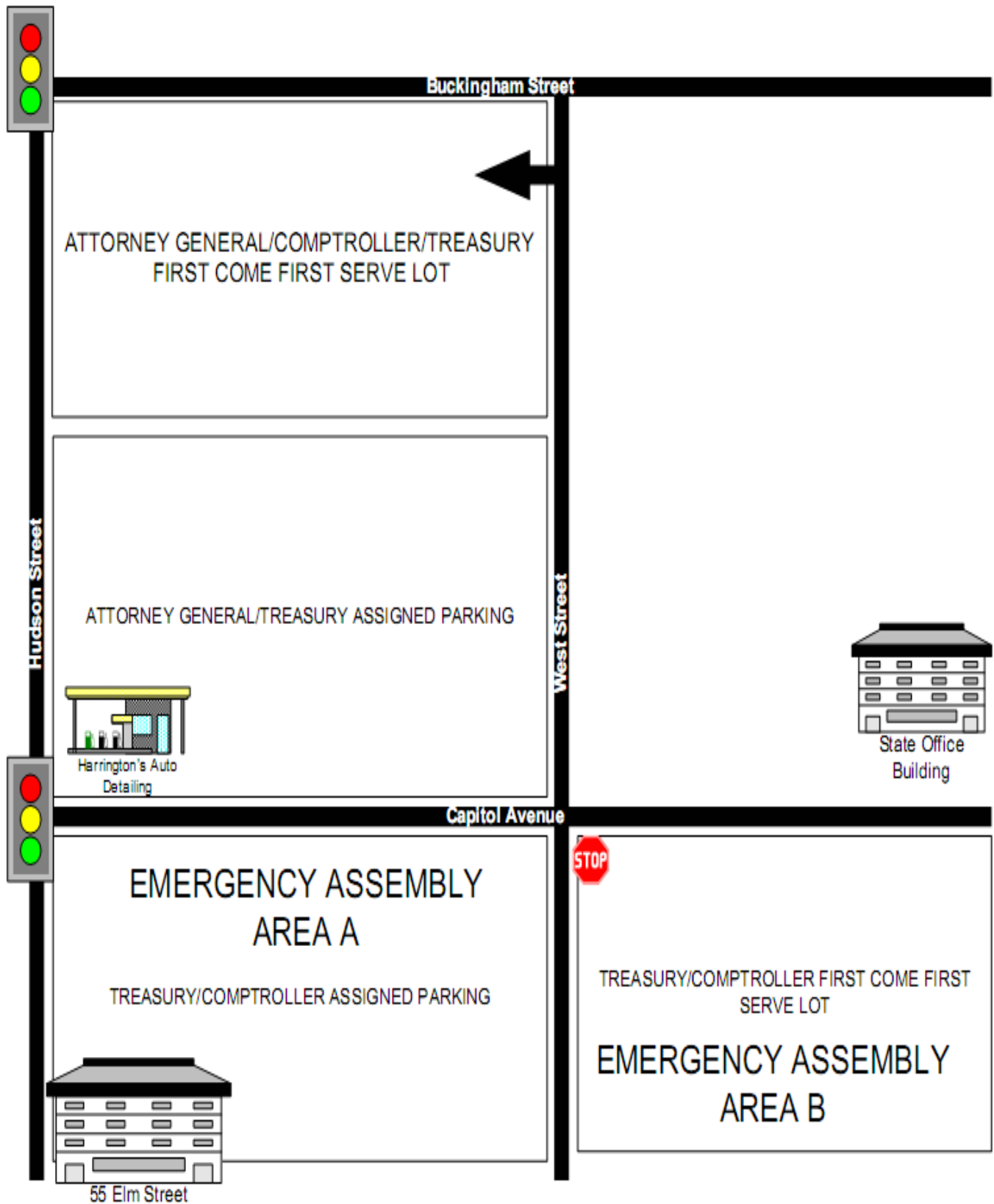




OFFICE OF THE STATE TREASURER
INSTRUCTIONS TO EMPLOYEES
EVACUATION PROCEDURES

1. Familiarize yourself with the nearest emergency exit; see the attached floor plans. Also note the location of a secondary exit for use if the primary exit is blocked.
2. Do not evacuate unless directed to do so by designated management officials, emergency coordinators, building security, or police or fire officials.
3. Do not use the elevators.
4. Walk quickly, but do not run.
5. Do not fight a fire or use a fire extinguisher without proper training.
6. Do not open doors that feel hot.
7. Do not prop open stairwell doors or permit doors to remain open.
8. If exposed to heat or smoke, stay low near the floor. Remain calm and wait for help, if necessary.
9. Do not attempt to return to your office for personal property or for any other reason.
10. Rescue and or medical duties are to be performed only by trained personnel designated by the Office of Safety and Security.
11. After exiting the building, proceed directly to either of the designated assembly areas (see the attached map) in order to keep the building approaches clear for safety, security and fire personnel and apparatus. The designated assembly areas are:
 - a. **Area A** - The parking lot directly to the rear of 55 Elm Street.
 - b. **Area B** – The parking lot across West Street to the west of 55 Elm Street.
12. Do not smoke while exiting building or moving to the designated assembly areas.
13. Handicapped or non-ambulatory persons will be evacuated **LAST** from the north stairwell. Bring the handicapped person to the safety of the north stairwell, where appropriate personnel will meet them.



EVACUATION PROCEDURES – 7TH FLOOR

7th Floor Emergency Coordinators (*Alternates*): **Mary Vasquez** (*Marianne Dziedzic*), **Gail Twombly** (*Ivette Medina*), and **Lydia Neals** (*Cambria Allen*) are responsible for the evacuation of the Treasurer's 7th floor offices as follows:

A

Emergency Coordinator: Mary Vasquez – Exit Route A (Executive Staff). The following personnel will exit via the emergency stairway located in the south end of the Executive Area. Proceed to the first floor, exit the building to your right and continue up the stair to the parking lot directly to the rear of the building (Assembly Area A). See attached map.

Judy Balich	<i>Marianne Dziedzic</i>	Wayne Hypolite	Catherine LaMarr
Denise Nappier	Betty Jo Pakulis	Howard Rifkin	Morgan Roane
Robert Scott	Linda Tudan	Mary Vasquez	Shirley Williams

B

Emergency Coordinator: Gail Twombly – Exit Route B (Executive and Business Office Staff). The following personnel will exit via the left stairwell located in the main 7th floor corridor. Proceed to the first floor, exit the building to your left and continue through the courtyard, up the stair to the parking lot directly across West Street. (Assembly Area B). See attached map.

Kim Alfultis	Marva Balfour	Joanne David	Dianne Dunne
Linda Hershman	Lamar Johnson	<i>Ivette Medina</i>	Gail Twombly

C

Emergency Coordinator: Lydia Neals – Exit Route C (Executive and Policy Staff). The following personnel will exit via the right stairwell located in the main 7th floor corridor. Proceed to the first floor, exit the building to your right and continue through the courtyard, up the stair to the parking lot directly across West Street. (Assembly Area B). See attached map.

<i>Cambria Allen</i>	Pam Bartol	Madelyn Colon	Gail Crockett
Melissa Daye	Carol Heller	Ted Janiszewski	Don Kirshbaum
Shelagh McClure	Meredith Miller	Lisa Monroe	Bob Morgan
Lydia Neals	Christine Shaw		



EVACUATION PROCEDURES – 6TH FLOOR

6th Floor Emergency Coordinators (*Alternates*): **Gail Hallett** (*Marc Gagnon*), **Robert Gnocchi** (*Diane Mischke*), and **Lydia Sobieraj** (*Sal Lisitano*) are responsible for the evacuation of the Treasurer's 6th floor offices as follows:

D

Emergency Coordinator: Lydia Sobieraj – Exit Route D (Pension Fund Management, Executive and Debt Management Staff). The following personnel will exit via the emergency stairway located in the south end of the Debt Management Area. Proceed to the first floor, exit the building to your right and continue up the stair to the parking lot directly to the rear of the building (Assembly Area A). See attached map.

Brinda Assim	Sarah Carter	Trish DeMaras	Seenu DeVappa	Jeri DeVeau
Greg Franklin	Felicia Genca	Michelle Hale	David Holmgren	David Johnson
<i>Sal Lisitano</i>	Sheree Mailhot	Peter McAlpine	Ralph Nordgren	Lee Ann Palladino
Elba Parizo	Sharon Peay	Sonia Perone	Joyce Pettaway	Jason Price
Ronnie Rodriguez	Sarah Sanders	Pooran Singh	Lydia Sobieraj	Carol Welz
Marie Wiegert				

E

Emergency Coordinator: Gail Hallett– Exit Route E (Cash Management and Executive Staff and Auditors of Public Accounts). The following personnel will exit via the left stairwell located in the main 6th floor corridor. Proceed to the first floor, exit the building to your left and continue through the courtyard, up the stair to the parking lot directly across West Street. (Assembly Area B). See attached map.

Auditors	Dorell Bryan	Paul Coudert	<i>Marc Gagnon</i>	Gail Hallett
Donna King	Harivadan Patel	Leon Rippel	Barbara Szuba	Debbie Voyer
JoAnne Walker				

F

Emergency Coordinator: Bob Gnocchi – Exit Route F (Cash Management and Executive Staff). The following personnel will exit via the right stairwell located in the main 6th floor corridor. Proceed to the first floor, exit the building to your right and continue through the courtyard, up the stair to the parking lot directly across West Street. (Assembly Area B). See attached map.

Patricia Babowicz	Kyle Barlow	Donna Bostick	Paul Bourassa	Peter Cortiel
Teddi Ezzo	Bob Gnocchi	Bryan Gouldsbrough	Marie Klementon	<i>Diane Mischke</i>
Deepak Pohuja	Alvin Rogers	Sybil Stewart	Larry Wilson	Alice Wilkes



EVACUATION PROCEDURES – 5TH FLOOR

5th Floor Emergency Coordinators (*Alternates*): **Renee Meucci** (*Rosalia Oyola*), **Amber Lemke** (*Kara Ouellette*) and **Johane Tarrant** (*Jan McIntosh*) are responsible for the evacuation of the Treasurer's 5th floor offices as follows:



Emergency Coordinators: Amber Lemke, Renee Meucci and Johanne Tarrant – Exit Route G (Second Injury Fund, Unclaimed Property and Executive Staff). The following personnel will exit via the right stairwell located in the main 5th floor corridor. Proceed to the first floor, exit the building to your right and continue through the courtyard, up the stair to the parking lot directly across West Street. (Assembly Area B). See attached map.

Seb Aresco	Rosemary Barber	Alice Beard	Julie Bernard	Stan Bowen
Janice Breiningner	Jill Cheatem	Denise Cintron	Rosalind Coltherst	Deb D'Agostino
Shaukat Dalal	Tracy Davis	Kevin DiBattisto	Karen Douglas	Frances Drakeford
Jim Eatherton	Betsy Fuentes	Hank Gaffney	Linda Gant	Sara Garcia-Smith
Marie Gray	Maria Greenslade	Diane Haugh	Patricia Iacino	Cathy Kristof
Tammy Leach	Jeffrey Lee	Amber Lemke	Bertram Martus	<i>Jan McIntosh</i>
Renee Meucci	Linda Morgan	Caroletta Morton	Earl Mundle	<i>Kara Ouellette</i>
<i>Rosalia Oyola</i>	Cindy Paluck	Jim Pepe	Dana Perry	George Petropoulos
Frank Prater	Sherril Primus	Mike Proscino	Mariluz Santaella	Bill Scholtz
Nan Scudiero	Walter Styslo	Marge Supple	Patty Taylor	Jane Tobin
Johane Tarrant	Lisa Trainer	Ursula Tschinkel	Barbara Toma	Fatima Vilar
Robert Willis	Raynell Wright	Wes Wynter		

