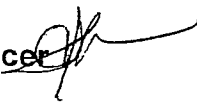


CITY OF NEW ORLEANS
CHIEF ADMINISTRATIVE OFFICE

POLICY MEMORANDUM NO. 55(R)

September 2, 2003

TO: All Departments, Boards, Agencies and Commissions

FROM:  Charles L. Rice, Jr., Chief Administrative Officer 

SUBJECT: EMERGENCY EVACUATION PLAN

I. PURPOSE.

This policy is re-issued to revise emergency evacuation procedures for City buildings. In an emergency, agencies shall follow the emergency evacuation plan developed by the Fire Department. Where necessary, agencies shall develop and implement internal procedures to supplement the overall plan.

II. PROCEDURES.

- a. During a fire alarm and certain other emergency situations, **building elevators will not be available for evacuation.** Everyone must take the alarm seriously and leave the building in an orderly fashion as quickly as possible. Provisions must be made to evacuate those who are unable to use the stairs or otherwise prevented from using their normal means of exiting the building.
- b. **Monitors.** A floor monitor and an assistant floor monitor must be appointed for each wing of each floor of City Hall and the Police Complex. Additionally, alternates must be appointed for all floor monitors and assistants. All monitors are responsible for ensuring orderly evacuation, initial response to the emergency, and notifying Security and Fire personnel of persons who need assistance. Each agency shall notify OEP and CAO of the names and pertinent information of the monitors, assistants and alternates.
- c. **Evacuation of handicapped.** Any employee who is unable to use the stairs must notify the floor monitor. The floor monitor shall complete the attached Life Hazard form and send it by facsimile to Property Management - Security. **It is essential that the Life Hazard list be kept up to date at all times.** Anyone who is even temporarily unable to use the stairs must notify the monitor. Those who regain ability to descend the stairs should be removed from the list. The disabled person is responsible for informing the monitor and the monitor for informing Security. The Life Hazard list will become a part of the Fire Pak kept in the Security Office.

III. TRAINING.

Floor monitors, assistant floor monitors, and alternates will be trained by a team from the Fire Department, Police Department, Office of Emergency Preparedness (OEP) of the Chief Administrative Office, and the Human Relations Commission. Training, which will include specifics of the evacuation plan, usage of fire extinguishers, and contact with emergency personnel, will take place every two years or as needed. Building evacuation plans are available for City Hall and the Police Complex. Evacuation plans for other buildings shall be developed upon request.

IV. EQUIPMENT.

Lift chairs shall be available in the Security Office of multi-story buildings. These chairs will be used to transport persons who cannot evacuate without assistance.

V. MISCELLANEOUS.

a. The floor monitors and their assistants shall ensure that the stairwells and other access areas to the stairwells are kept clear of debris. Those sites needing attention should be reported to the Property Management Department, Public Buildings Division, at 896-4730. Nothing is to be stored in the stairwells or access areas to stairwells, such as corridors. Doors to the stairwells must be kept closed.

b. The floor monitors are encouraged to hold their own training sessions for their area of responsibility. Recommended topics for discussion are internal evacuation procedures, using fire extinguishers, reporting procedures for those who cannot walk down the stairs, and timely exit of the building upon the floor monitor's notification. The Office of Emergency Preparedness and other City agencies will assist in training endeavors upon request.

c. In case of an emergency evacuation, employees should be mindful of the possibility of visitors with disabilities who will require assistance in leaving the building. At the time of building evacuation, if there are persons present who cannot use the stairs and who require expert assistance in exiting, the building security guards should be notified of the location of anyone who needs assistance.

d. In multi-story buildings, the floor monitors and the assistants should be aware of employees with disabilities who will require assistance during an emergency evacuation. The floor monitor should ensure that the individual with a disability is moved to an easily identified location, such as the stairwell

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landing, and notify the security officer of the need for assistance. Fire Department personnel will respond to the emergency. The security officer will notify fire fighters of the location of persons in need of assistance and the fire fighters will ensure that they are relocated to a safe place.

- e. When a building is being evacuated, trained personnel will assist individuals with disabilities in exiting, e.g., the fire fighters who respond. An individual with a disability could be injured by assistance from a person who is not trained in emergency procedures. Judgement must be used, especially in evaluating the degree of emergency and the type of disability.
- f. Evacuation signs identifying exit routes and additional instruction are posted in the elevator lobbies.

VI. INQUIRIES.

Questions concerning this policy memorandum should be addressed to the Office of Emergency Preparedness at 565-7200, or to the Fire Department at 565-7805, or the Property Management Department at 565-6040.

CLR/LRF/emk

Enclosure: Fire Evacuation Plan for City Hall
Life Hazard Form

FIRE EVACUATION PLAN FOR CITY HALL

08/21/03

I. NOTIFICATION

The New Orleans Fire Department shall be responsible for testing the City Hall Fire Plan. The City Hall manual (pull box) fire alarm system will be used as the primary system to notify the Fire Department and City Hall officials of a fire. A tone and voice evacuation with flashing lights will sound upon activation of a manual pull box. This system is operational.

Any employee who witnesses or strongly suspects fire should pull the nearest manual pull box and in addition call 911.

The caller to 911 should be prepared to provide the following information:

- The address, floor, wing and room number where the fire is located.

II. PROCEDURE

The initial call will activate the following responses:

1. New Orleans Fire Department (NOFD) will receive the call and notify New Orleans Police Department (NOPD)-Grounds Patrol Security Office, telephone number 565-7165.
2. Once the notification is received, the "on duty" Security Officer on the first floor shall initiate the manual (pull box) fire alarm system, if not previously activated.

III. STAIRWAYS

Stairwells are located on each of the east and west wings, and the center of the building by the elevator lobby. Additionally, there are two other stairways, both in the west wing which can be used to egress from the second floor. There are overhanging **Exit** signs marking each stairway.

The stairwells are within a 2-hour fire rated enclosure, protected by 1-1/2 hour "B" labeled fire doors indicating each floor level. These doors must never, "**repeat, never be wedged open.**" It is imperative to protect the integrity of these stairwells from smoke and heat during a fire scenario. This alone can mean the difference between safe evacuation or catastrophe.

IV. FIRE FIGHTING EQUIPMENT

All floors are equipped with at least two fire extinguisher cabinets. They are near stairwell entrances in hallways. Each cabinet has a glass door and inside are portable fire extinguishers. These extinguishers are to be used on small fires only.

CAUTION: Any extinguishing equipment used by non-fire department personnel must be utilized for small localized fires only. Do not attempt to extinguish any large or fast spreading fire: Evacuate the building!

V. **EVACUATION OF CITY HALL**

1. Upon receiving instructions to evacuate the building, or hearing the audible fire alarm, or seeing the strobe lights flashing on the fire alarm, all employees will move to the nearest stairwell and proceed to the first floor and out of the building. Employees exiting the building using the central stairwell and the east (Loyola) wing stairwell will walk across LaSalle St. and assemble in front of 1515 Poydras Street. Employees exiting the west (LaSalle) wing stairwell will assemble in Duncan Plaza in front of the Supreme Court Building.
2. Each floor will be divided into two wings, designated as the east (Loyola) and west (Lasalle) wings. Each wing will appoint one floor monitor, one assistant floor monitor and alternates for these positions. These individuals will assist with the evacuation process, and initiate the extinguishment of a small fire using portable fire extinguishers.
3. Each floor monitor and assistant floor monitor, and when required, their alternates, will be charged with the following responsibilities:
 - A. A search of the floor they are assigned
 - B. Assistance in the evacuation of persons from their floor of responsibility
 - C. Maintaining stairway and hallway clearance
 - D. Notification of fire and security personnel of any person with a disability
 - E. Extinguishment of any small fire
 - F. Maintaining stairway integrity, by ensuring that stairway doors remain closed
4. **EMPLOYEES SHALL NOT UTILIZE THE ELEVATORS!**
5. When evacuating, ensure that stairwells are free from smoke or heat; if so, proceed to the ground floor. If a stairwell is contaminated by heat or smoke, proceed to the next nearest stairwell.
6. Precautions if trapped above the fire floor:
 - A. Remain behind closed doors.
 - B. Seal off cracks and vents with drapes or cloth. If possible, wet the articles.
 - C. If possible, select a room with an outside window.
 - D. Signal from the window, using something to attract attention, but do not break the glass.
 - E. Notify the Fire Department (911) and give them your name, location, and phone number.
 - F. Remain calm.

7. Employees should not attempt to remove any personal property from the building, or their vehicles from the garage area.
8. Employees and/or visitors should use the nearest stairwell to evacuate the building.
9. Once an employee/visitor has evacuated, they must not re-enter the building until notified by Security personnel. The decision for re-entry of the building will be made by the CAO or the CAO's representative, based upon consultation with NOFD.
10. The designation of the assembly areas are subject to change at the time of an emergency, as determined by local authorities at the scene.
11. All persons with a disability, who are located above the ground floor and cannot descend stairs, should proceed to the nearest stairwell and remain on the landing for rescue by N.O.F.D. personnel. Floor monitors or assistant floor monitors must report the location of the person with a disability to the N.O.F.D. or Grounds Patrol Officer-in-Charge.
12. All supervisors who have hearing impaired employees on their staff must ensure that these employees are notified of the alarm and the need to evacuate.

VI. USE OF ELEVATORS

DO NOT use elevators to evacuate the building! Upon activation of any elevator lobby smoke detector, the elevators will automatically return to the ground floor or an alternate floor if circumstances warrant.

The elevators will be used exclusively for the transportation of fire equipment, firefighters, and emergency workers.

VII. SECURITY OFFICER INSTRUCTIONS

Upon activation of the fire alarm system, whether manual pull station or elevator lobby smoke detector activation, the main lobby Security Officer is to notify NOFD using the 911 telephone number. If the telephone is inoperative, the Eighth District Police Dispatcher is to be notified of the need for NOFD using his/her portable radio. A Security Officer shall remain in the main lobby to await arrival of NOFD in order to allow ingress if after normal business hours, advise NOFD Personnel of any pertinent information regarding the nature and location of the fire and provide the elevator control key, master key, and Firepak.

VIII. FIREPAK

The Firepak shall be kept at the security desk in the main lobby and be available to suppression personnel in case of fire. The Firepak will be maintained by the Property Management Department and should contain all of the information required by Section 107.4 of the N.O. Fire Prevention Code, including the elevator control keys.

IX. DEBRIEFING

N.O.F.D. personnel, department heads, Property Management and the CAO through the Office of Emergency Preparedness, will have a debriefing session as soon as practical after an incident, in order to critique performance.

X. FIRE DRILLS

Fire drills shall be conducted at least semi-annually. These drills are to be conducted using the fire alarm system.

XI. SEMI-ANNUAL MEETINGS

There will be semi-annual meetings attended by a representative of each City Hall department, a Fire Prevention Division Representative, Property Management and the Office of Emergency Preparedness. At this meeting, the group will review and evaluate emergency evacuation procedures and plan for future contingencies.

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