



NEW ORLEANS POLICE DEPARTMENT OPERATIONS MANUAL

CHAPTER: 13.24

TITLE: FIRE PLAN FOR POLICE HEADQUARTERS

EFFECTIVE: 10/22/2017

REVISED: Replaces Policy 245

PURPOSE

In the event of fire within Police Headquarters, manual (pull box) fire alarm stations are located throughout the building and shall be utilized to notify the Fire Department and Police Headquarters personnel. Audible sounds and visual flashing lights will activate throughout the building thus notifying all Headquarters personnel and visitors.

ALARM SYSTEM ACTIVATION

1. Personnel who witness or strongly suspect a fire shall pull the nearest manual pull station.
2. The building additionally has sensors throughout to detect smoke, fire, or fumes and will automatically activate the fire alarm system.
3. The fire alarm system contains an auto call feature which will automatically place a call to the. Off-site fire alarm monitoring company.
4. If any personnel confirm the presence of a fire, a call should be made to the Communication Services "911 Call Center" at **911**. Commissioned personnel shall also utilize their police department radio to contact Communication Services to notify them of a fire.

STAIRWAYS

1. Except for the ground floor, stairwells are located at the end of each hallway. The stairwell on the south wing of the building exits to the outside of the building onto Gravier Street. The stairwell on the north wing of the building exits to the inside of the building on the Perdido Street side, behind the elevator. There are overhanging exit signs marking each stairwell.
2. Stairwells are protected by a 1.5 hour B labeled fire door indicating each floor level. **These doors shall never be blocked or wedged open.** The stairwells are within a two hour fire rated enclosure.

FIRE FIGHTING EQUIPMENT

3. All floors are equipped with at least two fire hose cabinets. The hoses are located near stairwell entrances in hallways. Each cabinet has a 1.5 inch hose which is activated by

- turning the valve counter clockwise.
4. The hose, if pulled by the nozzle, will unfold from the support rack. The hose must be fully unfolded from the rack prior to opening the valve.
 5. Portable fire extinguishers are available throughout the building in various locations. These extinguishers shall be used on small fires only.
 6. 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 fires. If the fire spreads fast, the person fighting the fire could get trapped leaving no escape. There are concerns with fighting fires with the use of water. The building contains floor troughs which carry electrical wires. If the floor troughs fill with water, it could possibly energize the water and create a shock hazard. Fire extinguishers are non-conductive but are limited to size and type of fires they can effectively fight.
 7. In the event of a fire, before any person(s) attempt to extinguish, you must ensure that 911 Call Center or NOPD Command Desk is notified.

FIRST FLOOR POLICE SECURITY DESK

8. Upon activation of the fire alarm system, the officer(s) assigned to the front desk shall confirm if there is a fire, smoke, or fume related emergency present in the building. The officer(s) shall contact Communication Services "911 Call Center" at **911**. The fire department can also be contacted directly at 671-3939. Command Desk can be contacted directly at 671-3650.
9. If possible and safe to do so, the officer(s) assigned to the Security Desk shall remain in the main lobby to await arrival of fire department personnel. Visitors to the building shall not be allowed to enter during a fire situation. Security Desk officer(s) shall provide fire department personnel with the elevator control key and master key. If the Security Desk officer(s) cannot remain in the building, they should relocate to the front court yard and remain a safe distance from the building. Security Desk officer(s) shall make contact with Fire Department personnel upon arrival and provide assistance as necessary.
10. After normal business hours and on holidays, it shall be the responsibility of the commissioned personnel of the NCIC Unit to provide whatever assistance is needed by fire department personnel.

EVACUATION OF POLICE HEADQUARTERS

11. Upon receiving instructions to evacuate the building, or receiving notification by the audible/visual fire alarm system, all members shall move to the nearest stairwell. All employees shall proceed to the ground floor, and exit the building. Employees exiting the building from the south (Gravier Street) stairwell shall assemble in the court parking lot facing Gravier Street. Employees exiting the building from the north (Perdido Street) stairwell will assemble in the parking lot at the corner of North Broad and Gravier Streets. Designation of assembly areas are subject to change as determined by local authorities on the scene.
12. Employees shall not use the elevators during a fire emergency.
13. When evacuating the building, make sure the stairwell is free from smoke and heat. If smoke or heat is present in the stairwell, proceed to another stairwell.
14. The following precautions shall be taken if persons are trapped above the fire floor:
 - (a) Remain behind a closed door

- (b) Seal cracks and vents with cloth if possible
 - (c) If possible, select a room with an outside window (do not break or open window unless directed to by fire officials or conditions within room become untenable.
 - (d) Signal from the window to gain attention from the outside
 - (e) Contact the fire department, if possible, supplying the name of the trapped individual, their location in the building, and the telephone number
 - (f) Remain calm
15. Employees shall not attempt to remove any personal property from the building during an evacuation. Vehicles shall not be removed from the parking garage.
 16. Once the building has been evacuated, employees shall not be allowed to re-enter. The decision to re-enter shall be made by the highest ranking officer on the scene, after consultation with the fire department.
 17. Individuals with a disability or special needs, who cannot descend stairs, should proceed to the nearest stairwell. A three person carry system or the use of a regular chair can be utilized to carry the disabled or special needs person to safety.
 18. Supervisory personnel who have hearing impaired subordinates shall ensure these employees are notified of fire alarms, and the need to evacuate.
 19. Fire department personnel, department heads, the Chief Administrative Officer, and other pertinent individuals, through the Office of Emergency Preparedness, shall have a debriefing session, as soon as practical, after the incident to critique performance.
 20. Fire drills shall be held at least semi-annually. The drills shall be conducted using the fire alarm system. The Deputy Superintendent of the Management Services Bureau, or his/her designee, shall be responsible for conducting fire drills. **All** occupants shall participate in evacuation drills. Written records of each drill shall be maintained and available upon request from fire officials (see: **Fire Prevention Code of the City of New Orleans**).