



1340 Poydras St.
Suite 1770
New Orleans, LA 70112

Fire Safety and Emergency Evacuation Procedures



Orleans Tower

General Information

Purpose

To establish procedures for a safe, timely and orderly evacuation of affected areas of Orleans Tower in case of fire or other emergencies. To instruct building staff in the use of available fire equipment which has been provided for controlling or extinguishing fire and safeguarding human life.

Objectives

1. To minimize and/or prevent injury and property damage in the building and immediate outside area.
2. To provide proper education as part of a continuing training program for all occupants and building staff which will assure the prompt reporting of and immediate initiation of fire safety procedures and the containment of fire (if possible) until the arrival of the Fire Department.

The Fire Safety and Emergency Evacuation Procedures (“the Procedures”) is applicable to each floor of the building and will be placed into effect by designated emergency evacuation personnel upon activation of fire alarms or notification of any emergency condition within the building.

Equipment Information

The design of the building incorporates the following features to ensure maximum fire protection and life safety.

1. Two-Hour Fire-Resistive Construction
2. Fire Protection – Standpipes and Sprinklers

Underwriters Laboratories-approved fire pumps are provided in order to supply the minimum required 65 psi water pressure flowing at the uppermost floor of each zone. A jockey pump is provided for each zone to maintain pressure on the system. Should pressure drop occur, the fire pump will automatically start. Valves are located in each stairwell for the use of the Fire Department. Fire Department connections are provided on the roof and at the ground level as required by code.

In addition to the fire standpipe a fully automatic wet sprinkler system is provided for each floor or zone of the building and is connected to the standpipe at each floor or zone with an approved, supervised shut-off valve and water flow device at each connection.

3. Fire Alarm

The fire alarm system is activated by smoke detectors, manual pull stations or water flow from the automatic sprinkler system on each floor. This system incorporates voice alarm, elevator capturing, zone annunciation, two-way communication with all elevators, fire fighters and occupants, status indicator, and selection override for elevators. In addition, there is a central panel housed at the Security Control Center on the 1st floor.

4. Separate emergency electrical service is incorporated into the building and a diesel powered emergency generator runs this service. Emergency service will provide power to selectively run elevators in the building, all stair well lighting, exit lights, egress lighting, and fire alarm system.

5. Emergency Exits

Emergency exits, all of which are conspicuously marked with lighted signs, are provided in the office tower structure as follows:

- a. There are two emergency exit stairwells in the building

Stairwell A, on the west side of the building, exits into the loading dock, behind the building, where occupants should then exit through the gate to S. Liberty St., next to the former Lord and Taylor department store.

Stairwell B, on the east side of the building, exits on the first floor, into the back hallway, behind the elevators, where occupants should then exit through the main entrance, on to Poydras St.

The Catty Car Corner Diner occupants on the first floor should exit through the main entrance on to Poydras St. or through the side entrance to the Diner on eastside of the building.

- b. Both exit stairwells are two-hour fire rated enclosures with solid core one and one half (1 ½) hour fire rated doors. These stairwells are the only means of egress exit from the building under emergency conditions.

6. Fire Extinguisher

Fire extinguishers (5 lb. ABC, General Purpose, Dry Chemical) are provided on each floor of the building near the freight elevator entrance or at each stairwell.

7. Evacuation Command Station

The Evacuation Command Station for the building is the building Security Control Center on the 1st floor. The Security Center is capable of monitoring the automatic sprinkler system; all fire alarms, and smoke detection systems. The station also possesses the capability of two-way communication with all elevator cars. In addition, it is equipped with one way voice communication to all areas of the building.

8. Representative Floor Plans

Floor plans showing the variations in floor design are essential for Fire Department reference under emergency conditions and shall be kept available at the Security Control Center.

Occupants' Instruction

Should you discover a fire on your floor, or if you see or smell smoke which indicates the presence of fire, report it immediately.

Accurate, specific and prompt notification of an emergency is a recognized factor in life-safety in high rise buildings.

DO NOT ATTEMPT TO EXTINGUISH A FIRE YOURSELF.

AN ALARM SHOULD BE TURNED IN BY THE FOLLOWING METHOD:

1. Activate the manual pull station closest to you.
2. Dial 911 and report: *"There is a fire on the _____ floor (suite number and company name) of the Building at 1340 Poydras Street."*
3. Call Security Control Center at 504/529-5849 and the Management Office at 504/529-5848. Alert your supervisor and all other occupants on your floor.

Once you have reported the fire, evacuate the area. Close, but do not lock, all interior doors when evacuating.

DO NOT ATTEMPT TO USE THE ELEVATORS AS A MEANS OF EVACUATION. They will not be available and are an unsafe method of exit. Fire Department personnel will advise if certain elevators may be used for the evacuation of disabled persons.

Secure confidential papers and valuables, if time permits.

Request that all customers and/or visitors accompany you in the evacuation. Briefly explain that we have a safe and speedy evacuation plan.

Proceed downward via the Exit stairs to the first floor and then to the designated assembly area. Remain together in one group at the assembly area. Return to normal work areas only when instructed by the Fire Department or Building Facility Staff.

Occupants – Evacuation Safety Manual

Evacuation Safety Organization

To effectively and efficiently implement the provisions of this Plan, an evacuation safety organization of the Building (“Evacuation Safety Personnel”) shall be established and staffed as follows:

1. Evacuation Safety Director
2. Deputy Evacuation Safety Director
3. Floor Wardens
4. Deputy Floor Wardens
5. Searchers
6. Disabled Persons’ Aides (Two per disabled person)

Disabled persons include those physically disabled, those with heart conditions, visually handicapped and the audibly handicapped persons in the building. Also included in this would be those persons with broken limbs or other temporary physical disorders.

Upon request of the Evacuation Safety Director, tenants on each floor shall make responsible and dependable employees available for designation as Floor Wardens, Deputy Floor Wardens, Searchers, and Disabled Persons’ Aides

Each floor of the Building will be under the direction of two Floor Wardens for the evacuation of occupants in the event of a fire or other emergency with two Deputy Floor Wardens and a minimum of two Searchers to assist them in their duties.

Evacuation Safety Director & Deputy Evacuation Safety Director

1. Evacuation Safety Director:

Name: Donna Gaudet, Property Manager

Office: 1340 Poydras Street, Suite 1770

Office Phone: 504/529-5848

- a. The Evacuation Safety Director will be Donna Gaudet.
- b. The Evacuation Safety Director will be a person who spends the majority of his/her working hours in the Building and is thoroughly familiar with the building and its emergency systems.
- c. The Director is the Property Manager of the Building.

2. Deputy Evacuation Safety Director:

Name: Marshall Malic

Office: 1340 Poydras St., Suite 1770

Office Phone: 504/529-5848

3. Routine Responsibilities

- a. The Evacuation Safety Director and Deputy Evacuation Safety Director will be thoroughly versed with the Plan.
- b. They will periodically review the Plan to ensure that it is up-to-date and incorporates all administrative, technical and operational changes.
- c. The Director will ensure that Floor Wardens, Deputy Floor Wardens, Searchers and Disabled Persons' Aides are assigned for each floor
- d. The Director will be responsible for the availability and state of readiness of the Deputy Evacuation Safety Director and Floor Wardens.
- e. The Director will conduct Evacuation drills as required by the Plan.
- f. The Director will maintain an up-to-date list of names and workstations of disabled persons and their aides.
- g. The Director will ensure the proper maintenance, repair and readiness of all Building fire safety and fire fighting equipment.

Floor Wardens

1. Qualifications

Floor Wardens should be persons with a high level of authority over large portions of their particular floor. They also should be persons who are normally on their floor most of every working day.

2. Routine Responsibilities

- a. Floor Wardens will examine and determine that all fire doors to stairs are maintained in the closed position and that no doors are obstructed, inoperable or illegally locked.
- b. Floor Wardens will ensure that all entrances; exits, lobbies, corridors and aisles are free of obstructions.
- c. Floor Wardens will ensure that all Exit lights are working
- d. Floor Wardens will ensure that all fire safety deficiencies are reported to the Evacuation Safety Director.
- e. Each Floor Warden is responsible for knowing his or her designated Exit stairwell position in the event of an emergency evacuation.
- f. Each Floor Warden is responsible for the availability of Searcher personnel for his area and must ensure that up-to-date organization records are maintained.
- g. Floor Wardens will be familiar with the Evacuation Safety Plan, the location of Exits and the location and operation of any available fire alarm systems.
- h. Floor Wardens will have available a current list of all disabled persons and their aides. This list is to include the work locations of both the disabled person and that of both Disabled Persons' Aides. Disabled persons include those persons who would have difficulty in maneuvering or finding the Exit stairs unaided. This would include the physically handicapped, the visually or audibly impaired, those with heart conditions, broken bones, pregnancy, etc.
- i. Floor Wardens will ensure that all floor occupants know the locations of the fire extinguisher, the Exit stairs and the manual fire alarms.
- j. Building occupants will not be permitted to allow accumulation of combustible debris or material within the building. The Floor Wardens will advise the Evacuation Safety Director of any infractions.

Deputy Floor Wardens

1. Qualifications

Deputy Floor Wardens, like the Floor Wardens, should also be persons with relatively high levels of authority. They also should be persons who are normally on their floor most of every working day.

2. Routine Responsibilities

Deputy Floor Wardens should assist Floor Wardens in their normal responsibilities and will fill in for Floor Wardens in their absence.

Searchers

1. Qualifications

Searchers shall be persons who are very familiar with their area and are normally in their area most of every working day.

2. Routine Responsibilities

- a. Searchers should be alert to any fire hazards in their area and should either correct them or report them to the Floor Warden.
- b. Each Searcher is responsible for knowing the designated Exit stairwell for their area in the event of an emergency evacuation.

Disabled Persons' Aides

Disabled Persons' Aides should be persons located near the disabled person and should be someone who is normally in their area most of every working day.

Emergency Evacuation Drills

Evacuation drills will be conducted on an annual basis. These drills will involve all personnel occupying the building. In addition, evacuation drills will be coordinated with the Fire Department, Police and other emergency response personnel.

Details of drills and evaluation of their effectiveness will be determined on record in the Evacuation Safety Director's office. These documents will be available for examination by Fire Department personnel and tenants, as requested.

Upon the Sounding of an Alarm

1. Evacuation Safety Director will:

- a. Secure a 2-way radio
- b. Report to the Security Control Center to assist the Fire Department's Incident Commander in the operation of the Command Station with plans for the building.
- c. Advise Security Officers and Facility Staff of the nature and extent of the problem.
- d. Make recommendations on evacuation.
- e. Maintain contact with Security, Facility Staff, and emergency response personnel.

2. Floor Warden will:

- a. Take their place at their assigned Exit stairwell position

Warden personnel must keep in mind that Control Center will communicate only with the Floor Wardens on the floor from which the alarm is activated. If you have not been contacted via the paging system or by a representative of the Fire Department, within 90 seconds from the sounding of the alarm, evacuation Line Up should begin.

3. Deputy Floor Warden will:

- a. Check to see that each Floor Warden is in position at each Exit stairwell. If not, the Deputy Floor Warden should assume the duties of the Floor Warden. The Deputy Wardens are assigned to prevent access into the elevator lobby.
4. Searchers will:
 - a. Immediately inspect their assigned area and report their findings to the Floor Warden at their assigned Exit stairwell.
 - b. If, upon reaching the Exit stairwell, a Searcher finds the Floor Warden is not in position, he or she should assume the duties of the Floor Warden.
 - c. During the Searcher's inspection of their assigned areas, they shall advise occupants to prepare for evacuation should the order be given.
5. Disabled Persons' Aides will:

Locate the disabled person to whom they are assigned and ensure that there is sufficient help available to move the person to safety.
6. False Alarm

If the alarm is a false alarm, it will be announced by the Control Center via the Emergency Communication System and the occupants may return to their normal workspaces.

If an Evacuation Order is Given ...

1. Floor Wardens will:
 - a. Encourage a prompt but orderly evacuation.
 - b. Not leave the floor until all Deputy Wardens, Searchers, and Disabled Person's Aides have checked in signaling that their respective areas are clear.
 - c. Ensure that evacuees proceed quietly to the designated assembly area.
 - d. After evacuation and assembly in the designated area, Floor Wardens, with the assistance of Deputies and Searchers, will perform a head count to verify that all regular occupants of their floors have been evacuated. Floor Wardens will notify the Evacuation Safety Director or Deputy Evacuation Safety Director or Fire Department personnel of anyone not accounted for.
 - e. Keep personnel together in one group and keep movement and talking to a minimum.
2. Deputy Floor Warden will
 - a. Assist Floor Warden in their duties in any way possible
 - b. Prevent access to the elevator lobbies.
 - c. Assume the duties of the Floor Warden if the Warden is not in position.
3. Searchers will:

- a. Ensure that all occupants are clear from their areas.
 - b. Lead the occupants from their area into their designated Exit stairwell.
 - c. Before entering an Exit stairwell, be sure that the stairwell door is not hot and that the stairwell itself does not contain heavy smoke. **DO NOT OPEN A HOT DOOR.**
4. Disabled Persons' Aides will:
- a. Notify the Floor Wardens that their disabled person is cleared and accounted for.
 - b. Upon moving the disabled person to the Stairwell vestibule, immediately contact the Control Center via phone to identify the location of the disabled person and to await further instruction from the Emergency Response Personnel.
5. Occupants will:
- a. Evacuate the building when instructed to do so by the Floor Wardens for the floor or by the paging system.
 - b. All evacuated occupants will remain outside the building in the designated assembly area and await further instructions from the Evacuation Safety Director or Deputy Evacuation Safety Director or Fire Department person
6. Security Officers will:
- a. Be sure all elevators are at the 1st floor and locked off. Only operate the elevators manually when instructed to do so.
 - b. The Loading Dock Officer will prohibit people from entering the building through the loading dock.
 - c. The Lobby Officer will prohibit people from entering the building through the lobby.
 - d. Meet Fire Department, Police and other emergency response personnel and direct them to the areas they request.
 - e. Maintain contact with Evacuation Safety Director.
 - f. Refer all emergency personnel questions and news media personnel to the appropriate Evacuation Safety Director
 - g. Assist where instructed by the Management staff.
 - h. Secure a 2-way radio
7. The Communication Center Officer will:
- a. Turn on the communications console
 - b. Notify the Evacuation Safety Director or Deputy Evacuation Safety Director that the system is in operation and await instructions
 - c. Issue instructions to building staff as authorized by Evacuation Safety Director.
 - d. **IF THE EVACUATION OCCURS AFTER HOURS, MAKE AN ANNOUNCEMENT TO THE ENTIRE BUILDING SO ANY EMPLOYEES WORKING LATE WILL BE NOTIFIED.**

8. Management staff will:
 - a. Assemble at the Security Control Center on the 1st floor provided they have no pre-assigned duties.
 - b. Assist where instructed by the Evacuation Safety Director or Deputy Evacuation Safety Director.
 - c. If the communication system fails, a staff member equipped with a 2-way radio will be assigned to each stairwell to instruct on evacuation.
 - d. Staff members may be assigned to evacuate those persons physically or emotionally unable to evacuate.
 - e. If the Security Officers are unavailable or unable to perform any or all of their assigned duties, a staff member will be appointed to perform those duties.

Basic Information

Do's

1. Remain calm.
2. Remain quiet.
3. Close all doors
4. Wait for instructions before exiting your floor.
5. Remain in single file.
6. Walk quickly and as close to the inside wall as possible
7. Remain with your section in the assembly area until dismissed.

Don'ts

1. Do not panic.
2. Do not run, push or shove.
3. Do not talk loudly.
4. Do not use the elevators.
5. Do not prop exit doors open
6. Do not attempt to use fire hoses.
7. Do not waste time collecting personal or business items.
8. Do not attempt to remove your vehicle from the parking garage.
9. Do not attempt to extinguish the fire.
10. Do not touch any object or package that is unknown, unusual or suspicious to you.

Emergency Measures

1. If you are in an elevator when an alarm sounds, the elevator will proceed to the 1st floor, the doors will open and the elevator will shut down. You should exit the elevator and proceed to your designated assembly area.
2. If you are unable to evacuate your floor:
 - a. Notify the Security Control Center
 - b. Close all doors between you and the fire.
 - c. Proceed to a room with a window as far from the fire as possible and close the door.
 - d. Stuff material around the edges of the door to serve as a smoke barrier.
 - e. Stand in the window to be seen by fire fighting personnel.
3. If you are engulfed in smoke:
 - a. Notify the Security Control Center.
 - b. Crawl on your hands and knees.
 - c. Breathe through a handkerchief or shirt.
4. Before opening any door, feel it for heat. If it is warm or hot, **DO NOT OPEN IT** - chances are there is a fire on the other side. If it feels normal, it is probably safe to open it. When opening any door, open it slowly and only partially. Look around the room before entering it.

General Procedures

1. The floor where the fire is located will be instructed to exit first. The floor immediately above the fire will exit second. The floor immediately below the fire will exit third. The highest floor will then be instructed to exit and the remaining floors will follow in descending order. The remaining floors will be evacuated if necessary and an announcement will be made.
2. The entrance and exit gate to the loading dock will be closed. No vehicle will be allowed to enter the loading dock.
3. No personnel will be allowed to enter the building.
4. When the fire alarm is activated, all elevators are brought to the 1st floor and taken out of service automatically.
5. Fire extinguishers are located in each common area near the stairwell exit doors. Fire alarms are located in the hall near the stairwell door.
6. Evacuation shall take precedence over fire extinguishing operations.
7. Speaker communication is located on each floor so that instructions can be announced as necessary.
8. Any time it is declared necessary to evacuate the building, the City Police, the Fire Department, and the other emergency response personnel will be notified in conjunction with any announcement being made to the building occupants. The number of personnel required from these service units has been predetermined and upon being called, these people will be dispatched to the building, with necessary instructions.
9. Do not speak to the news media. Refer all inquires to the Evacuation Safety Director.

Night Instructions

1. Guard Service:
 - a. Notify Fire Department that there is a fire in the building at 1340 Poydras St. and where the fire is located in the building.
 - b. Notify any persons who may be in the building to evacuate. Advise them of the location of the fire and which stairwell to use.
 - c. Notify the Police Department.
 - d. Notify the Ambulance Service, only if there are persons in the building.
 - e. Notify the Property Manager.
 - f. Notify the technician on call.
 - g. If possible, remain at your post to answer the telephone, direct fireman and assist evacuees.
 - h. If the fire is of such a minor nature and if it can be done safely, extinguish it.

EMERGENCY TELEPHONE NUMBERS

ORLEANS TOWER MANAGEMENT

Donna Gaudet, Property Manager	504/529-5854
	504/909-9093
Leslie Sumler, Administrative Assistant	504/529-5848
	504/616-2559

ENGINEERS

Marshall Malic, Chief Engineer	504/405-1887
Jimmy Mastio, 2 nd Class Engineer	504/377-1626

SECURITY CONTROL CENTER

Security Desk	504-529-5849
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Other Emergency Numbers

Fire, Police, or Ambulance Emergency	911
City Police	(504) 658-6080
State Police	(504) 471-2775
Federal ATF Office	(504) 589-7113