

Index as:

Building Warden
Emergency Evacuation Procedures
Fire Warning Units
Fire Evacuation Procedures

EMERGENCY EVACUATION PROCEDURES

The purpose of this order is to set forth responsibilities and procedures for evacuating the Police Administration Building in the event of a fire or other emergency.

I. DESIGNATION AND RESPONSIBILITIES OF THE "BUILDING WARDEN"

A. In accordance with the provisions of City Administrative Instruction Number 4501, Emergency Evacuation Procedures for City-Owned and Occupied Buildings, each City Department is required to designate a member or employee to be the "building warden." The Police Administration Building warden shall be the Personnel and Training Division commander. His/her alternates shall be the Personnel and Training Section lieutenants.

B. The building warden is primarily responsible for coordinating pre-emergency planning and training assignments. The on-duty Patrol Division watch commander shall be responsible for directing all actions required during an actual emergency.

C. Pre-Emergency Assignments

The building warden shall insure that the following assignments are completed as needed:

1. Evaluate this Order - Personnel and Training Division commander.
2. Revise this Order - Planning Division, in coordination with the Personnel and Training Division commander.
3. Post Evacuation Diagrams - Personnel and Training Division commander in coordination with the Office of Emergency Services, the Building Engineer, and Departmental Safety Committee.
4. Update Evacuation Diagrams - Planning Division, in coordination with the Personnel and Training Division commander, the Building Engineer, and Departmental Safety Committee.

I. C. 5. Conduct Annual Training Sessions and Exercises – Training Section, in coordination with the Office of Emergency Services.

6. Establish and Maintain Emergency Supplies Records Division commander.

II. FIRE WARNING UNITS

A. General Information

The Police Administration Building is equipped with a public monitoring and address system (PAB System). The system is centrally controlled from the Patrol Desk. One organizational unit on each floor is also designated as the fire warning unit and will be notified by the building warden or the on-duty watch commander if evacuation is necessary. See Part III of this order for information regarding the operation of elevators and fire extinguishers during an emergency.

B. Fire Warning Units

1. Basement - Property Section.
2. First Floor – Patrol Division Administrative Section.
3. Second Floor - Commander's Office, Criminal Investigation Division.
4. Third Floor - Commander's Office, Records Division.
5. Fourth Floor – Commander's Office, Youth Services Division.
6. Fifth Floor - Commander's Office, Training Section.
7. Sixth Floor - Manager's Office, Planning Division.
8. Seventh Floor – Communications Division.
9. Eighth Floor – Office of Chief of Police.
10. Ninth Floor - Community Services Division,

II. C. 24-Hour Fire Warning Units

After regular business hours, the following personnel shall serve as fire warning units for the floors indicated:

1. Basement and First Floor - Patrol Division office personnel.
2. Second and Third Floors - Records Division Division personnel.
3. Fourth Floor - Youth Services Division personnel.
4. Fifth Floor through Ninth Floor - Communications Division personnel.

D. Responsibilities of Fire Warning Units

1. The commander or supervisor of each fire warning unit shall:
 - a. Be thoroughly knowledgeable of the procedures described in this order.
 - b. Ensure that the appropriate members and employees in his/her unit understand the evacuation route diagram and know the location and use of fire extinguishers on the floor and the unit's responsibilities to evacuate visitors and Departmental, City, and County offices.
 - c. Take steps to insure that safety access areas are clear at all times.
 - d. Ensure that first and third watch personnel in his/her unit know which additional floors they are responsible for in the event of an evacuation.
2. Upon notification that an evacuation is necessary, the commander or supervisor of each fire warning unit shall:
 - a. Clear visitors and staff from floor.
 - b. Take special care in evacuating handicapped or disabled persons.
 - c. Conduct a search of the floor to insure that everyone has been evacuated.

II. D. 2. d. Account for floor population to building warden after arrival in assembly area.

e. Follow procedures described in Part IV, D, of this order.

III. ELEVATORS AND FIRE EXTINGUISHERS

A. Elevators

1. Elevators shall not be used to evacuate the building. All building occupants shall evacuate by the nearest stairwell.
2. In the event of a fire, the smoke detectors on each floor will send the elevator cars to the first floor lobby automatically and they will remain there for the Fire Department's use. A firefighter's elevator control key is maintained in a breakable glass case near the Patrol Division desk. Members of the Building Engineer's staff also have keys. The key overrides the emergency signal from the smoke detectors which cause the cars to remain in the lobby.
3. In the event of an earthquake that is strong enough to trigger the emergency derailment switch inside each car, the elevators will move automatically to the nearest landing, open, and remain there. The Building Engineer shall be contacted and requested to inspect and restart the elevator when the emergency has ended.
4. If the elevators must be brought to the lobby for special procedures other than fire fighting, such as securing the building for a search, the assistance of the Building Engineer shall be requested. Two key switches must be coordinated to override normal elevator controls.

B. Fire Extinguishers

1. The Class A fire extinguishers located on most floors are water extinguishers which may be used on ordinary combustible material, such as paper, wood, cloth, or rubber. Water extinguishers should not be used on electrical fires or on flammable liquids, such as gasoline.

- III. B. 2. Class B and Class C extinguishers are for use on flammable liquid and electrical fires. The Communications Division computer room, the Planning Division work area, the Records Division photocopy area, and the Jail Division kitchen are equipped with Class B-C extinguishers, as are other locations where flammable liquid or electrical hazards exist.
3. Although fire extinguishers are located on each floor, fire warning units and other personnel shall be responsible only for notifications and evacuations, not for fighting fires. The Fire Department and the Patrol Division desk shall be notified immediately regarding every fire even if an attempt is made to contain it and even if evacuation is unnecessary.

IV. FIRE EVACUATION PROCEDURES

A. First Person to Discover a Fire

1. Report the location and extent of the fire and the substance that is burning to the Fire Department (extension 3331).
2. Report the location and extent of the fire to the Patrol Division desk (extension 3455).
3. Locate the nearest command or supervisory officer and direct him/her to the fire.

B. Command and Supervisory Officers

1. Upon notification that a fire is burning, the command or supervisory officer shall investigate and determine whether the floor or the building should be evacuated.
2. The command or supervisory officer shall immediately inform the Patrol Division desk of his/her evaluation of the situation.
3. The command or supervisory officer shall notify the fire warning unit on the floor and, if necessary, assist the unit in evacuating the floor.

C. Patrol Division

1. The desk officer shall notify the on-duty watch commander regarding all fires.

- IV. C. 2. The ranking on-duty Patrol Division member shall assign a member or employee to meet Fire Department personnel and direct them to the fire.
3. If advised by the commander or supervisor who investigated the fire that the building or several floors should be evacuated the desk officer shall immediately notify all on-duty fire warning units on the floors involved.
 4. In the event that the jail is endangered by a fire elsewhere in the Police Administration Building, the desk officer shall notify the Jail Division commander or the on-duty supervisor and provide all available information regarding the location and extent of the fire so that the Division commander or supervisor can evaluate whether or not to implement jail evacuation procedures.
 - a. The Patrol Division watch commander, the Jail Division commander, and the assigned Fire Department senior officer shall have the authority to order prisoners evacuated from the jail.
 - b. In the event that prisoners must be moved, the watch commander shall assign Patrol Division personnel to assist the jail in maintaining security and escorting prisoners to the parking area behind the jail on Sixth Street.
 5. If the Municipal Court Building, 600 Washington Street, is endangered by a fire in the Police Administration Building, the Patrol Division desk officer shall notify the County Marshal's Office (268-2955). After regular business hours, notification shall be made to the court CORPUS office (268-7707) where employees work the night shift. The CORPUS supervisor shall be requested to call the courtrooms or any other locations where employees may be working late.

D. Fire Warning Units

If instructed to evacuate by a command or supervisory officer or by the Patrol Division desk, the ranking member or employee on duty in each fire warning unit shall:

1. Notify all other units on the floor, including the Data Processing Department (9th Floor).

- IV. D. 2. Check restrooms and other public areas.
 - 3. Direct visitors and staff to the nearest stairwell.
 - 4. After regular business hours, complete steps 1-3, above, on each assigned floor.

- V. OTHER EMERGENCIES
 - A. As appropriate, commanders and supervisory officers may implement the procedures of this order in response to other incidents, such as earthquakes, which may affect the Police Administration Building.

 - B. Other emergency procedures set forth in the following Departmental General Orders shall also be followed when appropriate:
 - 1. General Order K-1, HAZARDOUS SUBSTANCES. This order deals with all substances except those that are explosive or radioactive.

 - 2. General Order K-2, PROCEDURES FOR HANDLING EXPLOSIVES.

By order of