

# Emergency Preparedness

## Building Evacuations

What to do in the event of a Building Emergency

**The Energy Centre**  
New Orleans, Louisiana

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# Evacuations

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**There are various reasons management might call for an evacuation of the building.....**

- ✓ Building Fire
  - ✓ Bomb Threat
  - ✓ City-Wide Blackout
  - ✓ Loss of Water Pressure
  - ✓ Gas Leak
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# Building Fire

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# **Full-Mandatory Evacuation** (to the street). If in doubt or if ordered by the NOFD.

In the event of a fire emergency, always proceed to the nearest stairwell and descend the required level of floors (designated floor or to the street).

If the alarm is audible or smoke is present, exit the building.

Remember, during a fire emergency, elevators should never be used even if operational.

**NEVER** reenter the building or floor until building management & fire rescue personnel have given the “all clear” to do so.

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# Bomb Threat

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Bomb threats requiring MANDATORY evacuation, necessitate immediate evacuation to the street level. This typically will be ordered by the NOPD or the FBI.

Typically, an evacuation will remain at the discretion of the tenant unless a suspicious object is discovered.

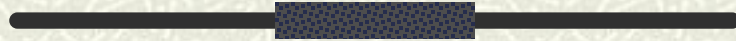
Elevators remain functional during a bomb emergency. If the elevator lobby is full or elevators are taking a long time, please use the stairwells and exit to safety as quickly as possible.

Upon announcement of evacuations, all access into the garage area will be shut down. Please exit the building. Do not attempt to retrieve your vehicle.

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# **Life-Safety Systems at Energy Centre**



# Building Safety Systems

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# Smoke Detectors

# Elevator Recall

# Duct Detectors

# Speakers/Strobes

# Pull Stations

# Emergency Generator

# Heat Detectors

# Sprinkler Systems

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# What Every Tenant Should Do

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## ■ Each company should develop a detailed Emergency Evacuation Plan that includes the following:

1. An appropriate meeting place away from the building to account for personnel.
  2. A method for training new hires and existing personnel on your life safety plan.
  3. Have you selected a floor warden who is trained and can be clearly identified in case of an emergency?
  4. Are your employees aware that vehicles parked in the garage(s) should never be retrieved until after an emergency event has concluded?
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# Key Points to a Sounding Alarm:

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- # Listen for announcements
  - # Do not bring anything with you.
  - # If the alarm is a general alarm, move immediately to the nearest exit and proceed down the stairwell
  - # Wardens should check restrooms for personnel.
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# Fire Drill

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- # Floor wardens will be provided with signs indicating suite has been evacuated. Post sign on your suite entrance door prior to exiting.
  - # Floor warden will then proceed to designated assembly area and complete their company personnel evacuation plan.
  - # **It is critically important that each company have their own plan for evacuation and verification of personnel.**
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# Fire Drill

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- # Persons requiring assistance will remain at the freight vestibule if safety dictates until NOFD can assist in removal.
  - # Floor warden should remain with persons needing assistance until evacuated by NOFD.
  - # Emergency telephones are located in freight lobbies.
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# Emergency Evacuation Drill

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- # **The 2017 Emergency Evacuation Drills will take place in November.**
  - # **Exact dates will be released no later than mid-October.**
  - # **Drill Time ... 10:00 AM**
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# Emergency Evacuation Drills

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- On drill dates, general alarms will sound and evacuees will descend the stairwells to designated levels (2)-(5) floors from your location. (This is for Evacuation Drills ONLY)
  - Evacuees should remain on the evacuation floor until the “all clear” public address announcement is made to return to your original location.
  - Elevators may not be used during the drills, but can be used immediately following the drills to return to your floor.
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# Energy Centre - 2017 Evacuation Drills

Sample Schedule of Evacuation Drill Floors & Evacuation Points

Tested Level	Evacs. To		Tested Level	Evacs. To	
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39	35	Group (A)
38	34	
37	32	
21	18	November 7th
20	15	
19	14	

30	27	Group (D)
29	26	
28	25	
12	9	November 16th
11	8	
10	8	

36	34	Group (B)
35	32	
34	29	
18	15	November 9th
17	14	
16	13	

27	22	Group (E)
26	22	
25	21	
		November 21st

33	29	Group (C)
32	28	
31	27	
15	12	November 14th
14	11	
13	10	

24	22	Group (F)
23	21	
9	7	
8	7	November 22nd