

"Keep Orlando a safe city by reducing crime and maintaining livable neighborhoods."

**ORLANDO POLICE DEPARTMENT POLICY AND PROCEDURE
2002.3, FIRE EMERGENCY/EVACUATION**

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CHIEF OF POLICE:	ORLANDO ROLÓN

CONTENTS:

1. EQUIPMENT LOCATIONS
2. SYSTEMS TESTING
3. FIRE ALARMS
4. FIRE DRILLS
5. EVACUATION
6. CID INTERVIEW ROOMS
7. DESIGNATED MUSTERING AREAS
8. EVACU-TRAK EMERGENCY EVACUATION CHAIRS

POLICY:

It is the policy of the Orlando Police Department to ensure the safety of all employees and visitors by providing emergency instructions and evacuation routes when a fire alarm has been activated at OPH.

PROCEDURES:

1. EQUIPMENT LOCATIONS

Any employee detecting smoke, heat, or fire shall assume the responsibility of sounding the alarm and should proceed to the nearest pull station and activate it.

1.1 PULL STATIONS

Pull station locations can be found at all stairwell exits and the main entrances (see Appendix A). Employees are encouraged to become familiar with these locations.

1.2 FIRE EXTINGUISHER

Fire extinguishers are located within each corridor at OPH. All fire extinguisher locations are marked with signs indicating "Fire Extinguisher" directly above their locations. Employees are encouraged to become familiar with these locations.

1.3 SMOKE DETECTORS

Smoke detectors are located on each floor at the elevator lobby areas. These detectors are wired to the Department's fire alarm system and will activate an alarm when smoke is detected.

1.4 FIRE ALARM INDICATOR PANEL

The fire alarm indicator/annunciator panel is located in room 116 of OPH, on the south east corridor of the building. The fire alarm indicator/annunciator panel indicates the source of the alarm and is also where the alarm can be silenced. It is the responsibility of Facilities Management personnel to reset the panel after the activation of an alarm.

2. SYSTEMS TESTING

It is the responsibility of the City of Orlando Facilities Management to ensure that the fire alarm and sprinkler systems for the building are in good repair and in proper working order. The certified companies that are under contract by the City of Orlando shall test the systems on a monthly basis for this purpose. Prior to the testing of the fire alarm system, the Facilities Management Supervisor/designee shall contact the Support Services Manager, who will ensure that necessary notifications are made.

3. FIRE ALARMS

When the building's fire alarm system goes into the alarm mode, the sound will be constant, with no interruptions, from both bells and horns. When a fire alarm is activated, either by the use of a pull station or by a smoke detector, the alarm is received by a contracted, certified alarm company.

4. FIRE DRILLS

The Department will conduct a fire drill annually. The Support Services Manager will assign responsibility for conducting the drill.

5. EVACUATION

Unless previously notified, all employees shall treat every fire alarm as an emergency. When a fire alarm sounds, employees shall not use the elevators, but should quickly proceed to their primary emergency exit stairwell. Information Desk personnel shall immediately notify Communications. If the fire alarm is determined to be false, the false alarm will be transmitted orally by the floor warden/designee those employees who have evacuated the building. The additional floor wardens for the first floor will assist in this endeavor.

5.1 EMPLOYEE RESPONSIBILITIES

It is the responsibility of each employee to become familiar with the Department's fire emergency/evacuation policy. Employees should also familiarize themselves with the appropriate floor plan for their respective work area and establish both a primary and an alternate escape route in case of a fire emergency. Supervisors are available to assist in this endeavor.

Doors to all work areas/offices that do not close automatically should be closed by the last employee leaving the area. Employees should feel exit doors before they open them. If they are warm to the touch, employees should utilize an alternate escape route. Second floor employees will make cursory inspections of the holding areas and interview rooms in CID before leaving the area.

All employees will be responsible for the safe evacuation of visitors in their assigned areas. Any member with a witness, victim, suspect, detainee, or prisoner shall assume responsibility for the safe evacuation of the subject, maintaining control at all times during the emergency situation.

5.2 FLOOR WARDENS' RESPONSIBILITIES

It shall be the responsibility of each designated floor warden to conduct an occupant search of their assigned floor and to coordinate with supervisors in conducting an accounting of all employees and visitors. Floor wardens shall also check restrooms for personnel in addition to ensuring that all visitors are directed out of the building. If personnel are missing, the floor warden shall notify the fire department and the on-duty Downtown patrol watch commander/designee immediately.

NOTE: During normal business hours, the Records/ID Unit supervisor/designee will have the responsibility of staffing the front entrance of the building, prohibiting access, until relieved by a sworn officer.

Second floor wardens shall thoroughly check holding areas and interview rooms to ensure that no witnesses, victims, suspects or arrestees are left behind. Should a citizen be found unattended in any of these areas, the floor warden will designate a sworn officer to assume control and responsibility for the safe evacuation of the subject. The floor

warden shall immediately contact the watch commander to inform him or her of the situation. The designated officer shall not release the subject until approved by the watch commander, or relieved by another officer.

Assignments for floor wardens are as follows:

First Floor

- Records/ID Unit supervisor
- Vehicles For Hire Supervisor
- DCPD staff assistant

Second Floor

- Property Section commander
- Report Review supervisor
- CID staff assistant

Third Floor

- Planning Manager
- Administrative Services Bureau administrative assistant
- Support Services Division staff assistant

For all employees on duty during the evening and midnight shifts, the floor warden shall be the on-duty Downtown patrol watch commander/designee who may enlist the aid of additional on-duty personnel in order to ensure that each floor of the building has been evacuated.

5.3 SUPERVISOR RESPONSIBILITIES

Supervisors shall also become familiar with both the policy and the escape routes for their assigned areas of responsibility. When a fire alarm is activated, supervisors shall assist floor wardens and ensure that employees and visitors exit the building in a calm and safe manner and shall direct employees to their assigned mustering areas.

5.4 WATCH COMMANDER RESPONSIBILITIES

The on-duty Downtown patrol watch commander/designee shall assume the overall supervision for the evacuation of the Orlando Police Headquarters building. The watch commander/designee shall instruct Communications to send a staff page advising of the evacuation of the building. It will also be the responsibility of the Downtown patrol watch commander/designee to establish and maintain communications with the ranking OFD officer on the scene. When the building has been deemed safe for re-entry by the appropriate authority, the on-duty Downtown patrol watch commander/designee shall inform all employees, including personnel who may be at their primary mustering area at the north end of the building, that it is clear to re-enter the building.

The second floor warden will contact the watch commander if a witness, victim, suspect, detainee, or prisoner is found unattended in an interview room or holding area. Once the emergency is clear, the watch commander shall attempt to determine why the subject was left unattended and take appropriate action. The watch commander shall not approve the release of the subject without first determining why he, she or they had been placed into an interview room or holding area.

5.5 COMMUNICATIONS RESPONSIBILITIES

5.5.1 RADIO DISPATCHER RESPONSIBILITIES

When advised by the complaint desk operator, the radio dispatcher shall notify the on-duty Downtown patrol watch commander/designee of the activation and location of the alarm and that OFD is en route. In addition, when a fire alarm is first activated (during the hours of 8:00 A.M. to 5:00 P.M., five days a week, not including holidays), the radio dispatcher shall immediately go on all channels and dispatch a sworn officer in the building to the main entrance in order to prohibit entry by the public and to ensure the security of the building (not necessary at any other time since front entrance doors are locked). If it is determined that there are no sworn officers in the building, the radio dispatcher will dispatch the nearest available officer for this responsibility.

5.5.2 COMMUNICATIONS SUPERVISOR RESPONSIBILITIES

The on-duty Communications supervisor shall ensure that all notifications have been made and monitor the situation to determine if further action is necessary.

6. C.I. D. INTERVIEW ROOMS

Any employee detecting smoke, heat or fire near the C.I.D. interview rooms shall assume the responsibility of sounding the alarm and should proceed to the nearest pull station to activate it. (Pull stations can be located at each stairwell exit. Members should also be familiar with the fire extinguisher locations on the second floor. The designated fire extinguisher for the interview rooms is on the second floor north, south and east corridor.

Any member with an arrestee in the C.I.D. interview rooms shall assume responsibility for the safe evacuation of the subject, maintaining control at all times during the emergency situation. The arrestee should be handcuffed prior to leaving the interview room. The member should be familiar with primary and alternate escape routes, which are located on the interview room doors.

6.1 C.I.D. INTERVIEW ROOM PANIC AND DURESS ALARMS

The video and audio equipment in the monitoring room will serve as a panic or duress alarm system if there is an emergency in one of the interview rooms. Subjects in the interview rooms will be monitored at all times.

6.2 C.I.D. INTERVIEW ROOM PANIC AND DURESS ALARMS

Security inspections of the C.I.D. interview rooms will be performed on a monthly basis or as prescribed by the Criminal Investigations Division commander. A C.I.D. Youth Services Section supervisor will perform the inspections. An inspection log will be kept in the monitoring room. Security inspections will include:

- a. Checking the locks of the interview room doors.
- b. Checking the video and audio equipment in the monitoring
- c. Checking the chairs and tables in the interview room.

7. DESIGNATED MUSTERING AREAS

In a fire emergency, all employees shall proceed to a predetermined area outside of the building. It is at this reassembly area that all employees shall be accounted for by their supervisors. The reassembly area should be nearby, but a safe distance from the building. Reassembly areas shall be as follows:

First Floor Employees

North side of the building:

Primary: Orange Blossom Trails (OBT), located north west side (lobby doors) of the building.

Secondary: South Street, located north east side (Community room corridor doors) of the building.

South side of the building:

Primary: Anderson Street, located south east side (main breakroom exterior access door) of the building.

Secondary: Anderson Street, located south east side (fitness center exterior doors) of the building.

Second Floor Employees

North side of the building:

Primary: Orange Blossom Trails (OBT), located north west side (lobby doors) of the building (via north staircase).

Secondary: South Street, located north east side (Community room corridor doors) of the building(via north staircase).

South side of the building:

Primary: Anderson Street, located south east side of the building(via south staircase).

Secondary: Anderson Street, located south east side (fitness center exterior doors) of the building(via east staircase).

Third Floor Employees

North side of the building:

Primary: Orange Blossom Trails (OBT), located north west side (lobby doors) of the building (via north staircase).

Secondary: South Street, located north east side (Community room corridor doors) of the building(via north staircase).

South side of the building:

Primary: Anderson Street, located south east side of the building(via south staircase).

Secondary: Anderson Street, located south east side (fitness center exterior doors) of the building(via east staircase).

8. EVACU-TRAK EMERGENCY EVACUATION CHAIRS

Emergency evacuation chairs, designed for the evacuation of physically disabled, infirmed or injured individuals, have been installed on the first, second, and third floors of Orlando Police Headquarters. The chairs are located at each emergency staircase exits, on the north, south and east side of the building. It is the responsibility of the floor wardens assigned to each floor to evacuate, utilizing the Evacu-Trak chairs, those individuals who are incapable of maneuvering down the stairwells under their own power during an emergency situation.

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