

SECURITY & LIFE SAFETY DEPARTMENT

EMERGENCY PROCEDURES - OCCUPANT EVACUATION

for

105 ADELAIDE ST. W.



TABLE OF CONTENTS

| | |
|--|----------|
| A. FLOOR FIRE WARDENS | 3 |
| B. TENANT/ASSISTANT FIRE WARDEN (SEARCHERS) | 4 |
| C. EMERGENCY PROCEDURES-FIRE SAFETY COMMITTEE | 5 |
| D. IF YOU DISCOVER A FIRE | 6 |
| E. IF YOU HEAR A FIRE ALARM EVACUATION SIGNAL: | |
| DUTIES OF FLOOR FIRE WARDENS | 7 |
| DUTIES OF TENANT/ASSISTANT FIRE WARDENS | 8 |
| F. DUTIES OF FLOOR FIRE WARDENS AND TENANT ASSISTANT FIRE WARDENS (SEARCHERS) | 8 |
| G. FIRE ALARM DRILL REPORT | 9 |



A. FLOOR FIRE WARDENS

One Floor Fire Warden will be selected from each floor of the building. The duties of these Floor Fire Wardens include:

- To obtain and review a copy of the Fire Safety Plan.
- To be familiar with their floor areas, exits and the locations of fire fighting equipment.
- To be familiar with persons in their floor area who will require assistance to evacuate and ensure that the property Manager is provided with an up-to-date list of all such persons.
- Assist in the evacuation of building occupants as described under “Emergency Procedures”.
- Participate in fire drills as described in this Plan.
- Assist in fire prevention by noting and reporting to the Property Manager where fire hazards exist.
- Designate and train an assistant to carry out Fire Safety Plan duties during his/her absence and ensure that he/she is advised of the Fire Warden’s absence (ie, not in office, vacation, meeting etc.).



B. TENANT/ASSISTANT FIRE WARDEN (SEARCHERS)

A minimum of one person from each tenant on multi-tenant floors will be selected as the Tenant Fire Warden. If a tenant occupies an entire floor, then a minimum of two Assistant Fire Wardens will be selected. The duties include:

- To obtain and review a copy of the Fire Safety Plan.
- To be familiar with their floor areas, exits and the locations of fire fighting equipment.
- To be familiar with persons in their floor area who will require assistance to evacuate and ensure that the property Manger is provided with an up-to-date list of all such persons.
- To assist in the evacuation of building occupants as described under “Emergency Procedures”.
- To participate in fire drills as described in this Plan.
- To assist in fire prevention by noting and reporting to the Property Manager where fire hazards exist.
- Designate and train an assistant to carry out Fire Safety Plan duties during his/her absence and ensure that he/she is advised of the Fire Warden’s absence (ie, not in office, vacation, meeting etc.).
- Leave the building by using the nearest exit stair.
- If on-site, the back-up Tenant/Assistant Fire Wardens will help in these duties.
- Follow the instructions of the Fire Department.

NOTE: Tenant/Assistant Fire Wardens can use the fire fighters telephone *only*, if:

- someone is trapped, or
- someone needs assistance to evacuate, or
- you see smoke or fire.



C. EMERGENCY PROCEDURES – FIRE SAFETY COMMITTEE

The emergency procedures for the Fire Safety Committee are addressed under three categories:

1. If you discover a fire.
2. If you hear a fire alarm alert signal.
3. If you hear a fire alarm evacuation signal.

IF YOU DISCOVER A FIRE

The procedures to be followed upon discovery of a fire are the same for all Fire Safety Committee members and are described in this section of the Plan.

IF YOU HEAR A FIRE ALARM ALERT SIGNAL

The procedures to be followed upon hearing a fire alarm signal are described for each member of the Fire Safety Committee in this section of the Plan.



D. IF YOU DISCOVER A FIRE

Upon discovering a fire, the following steps are to be taken:

- Leave the fire area immediately advising any person in immediate danger to evacuate. Make sure that doors to the affected area are closed.
- Activate the building fire alarm system by operating the nearest fire alarm station as you leave the fire area.
- Call the Fire Department at 911 when it is safe to do so. Advise them of your name, building address and floor number.
- Fight the fire only if you are trained, you are confident you can extinguish it and the fire is not between you and the exit.
- Perform your duties as outlined in the “Emergency Procedures” section of this Plan, only if safe to do so.
- After completing your emergency duties, exit the building.
- Use stairways to exit. **DO NOT** use elevators. If you encounter smoke in the stairway, use an alternate exit. If you are unable to use an alternate exit or are trapped:
 - return to an office and close the door,
 - seal off all cracks and air transoms or other opening which may admit smoke,
 - crouch low to the floor if smoke enters the room,
 - call the Fire Department at 911 and alert them to your location,
 - wait to be rescued. Remain Calm.
- **DO NOT** return to the building until it is declared safe to do so by the Fire Department.

R E M A I N C A L M

NOTE: Doors that are provided with electromagnetic locking devices will automatically release upon activation of the fire alarm system. These doors are identified by a sign “**Emergency Exit Unlocked by Fire Alarm**”.



E. IF YOU HEAR A FIRE ALARM EVACUATION SIGNAL

DUTIES OF FLOOR FIRE WARDENS

- Proceed to the elevator lobby and start the evacuation of the floor by directing occupants to the nearest exit stair. Advise occupants they are to move away from the building as far as possible.
- The primary duty of the Floor Fire Warden is to ensure that an orderly and expedient evacuation is being conducted and to coordinate any additional manning requests, (ie, assigning additional people to help handicapped persons(s)).
- Once all occupants have been safely evacuated, the Floor Fire Warden will receive verbal reports from the Tenant/Assistant Fire Warden. This is to ensure that all occupants on their floor have been safely evacuated.
- The Floor Fire Warden will then notify Security at the CACF if they have information regarding injury, fire location or persons requiring assistance.
- Leave the building by using the nearest exit stair.
- If on-site, the back-up Floor Fire Warden will help the Floor Fire Warden in these duties.
- Follow instructions of the Fire Department.

NOTE: Tenant/Assistant Fire Wardens can use the fire fighters telephone *only*, if:

- someone is trapped, or
- someone needs assistance to evacuate, or
- you see smoke or fire.



F. IF YOU HEAR A FIRE ALARM EVACUATION SIGNAL

DUTIES OF TENANT/ASSISTANT FIRE WARDENS (SEARCHERS)

- Assist building occupants to leave the building via the nearest exit stair. Advise occupants that they are to move away from the building as far as possible.
- Provide the assistance necessary to maintain a calm and orderly evacuation.
- Instruct sufficient people to aid anyone in their office who requires physical assistance (ie, wheelchair, blind, recent surgery, etc.) to evacuate. Persons requiring assistance will immediately be moved to the nearest stair for evacuation if there is immediate danger or if the person wants to evacuate.
- To avoid congestion in the stairwell, persons requiring assistance are to be moved off the floor last **only if it is safe to do so.**
 - If the fire is located on your floor, move the person(s) requiring assistance to a safe and unaffected floor and notify Security at the CACF of their new location.
 - If the person remains (ie, no danger or wants to wait for Fire Department), ensure that sufficient people remain with this person and assist as necessary and notify Security at the CACF of their location.
- Check washrooms and other closed areas to ensure total evacuation, only when it is safe to do so.
- Close all doors behind you.
- Retail Fire Wardens are to secure cash drawers and turn off cooking equipment only if safe to do so.
- Report to the Floor Fire Warden that your area is in all clear status. If anyone is unaccounted for, identify person(s) and work area.



G. IF YOU HEAR A FIRE ALARM ALERT SIGNAL

DUTIES OF FLOOR FIRE WARDENS AND TENANT/ASSISTANT FIRE WARDENS (SEARCHERS)

- Instruct the tenants that they are to prepare for an evacuation and to remain calm.
- The Tenant/Assistant Fire Warden will instruct two persons to aid anyone in their office who requires physical assistance (ie, wheelchair, blind, recent surgery, etc.) in the event the fire alarm second stage (evacuation) is initiated.
- Listen for the fire alarm evacuation signal.
- Follow instructions of the voice communication message and the Fire Department.



H. FIRE ALARM DRILL REPORT

DATE: _____

NAME: _____

TIME ALARM SOUNDED: _____

| | | | | |
|--|-----------------------|-----|-----------------------|----|
| Your location when alarm sounded. | | | | |
| Were alarm signals heard adequately? | <input type="radio"/> | Yes | <input type="radio"/> | No |
| Did you observe any tenant panic? | <input type="radio"/> | Yes | <input type="radio"/> | No |
| Did tenants respond favourably to drill? | <input type="radio"/> | Yes | <input type="radio"/> | No |
| Did tenants respond in accordance with Fire Safety Plan? | <input type="radio"/> | Yes | <input type="radio"/> | No |
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| Deficiencies Noted: | | | | |
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| General Comments: | | | | |
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