

SECURITY & LIFE SAFETY DEPARTMENT

EMERGENCY PROCEDURES -
OCCUPANT EVACUATION
for

BAY ADELAIDE CENTRE
WEST TOWER



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GENERAL EMERGENCY PROCEDURES

UPON DISCOVERY OF FIRE OR SMOKE

Leave the affected area immediately.
Close all doors behind you.
Activate the Fire Alarm Pull Station.
Use the EXIT stairwell(s) and/or an exterior EXIT to evacuate the building.
Call the Fire Department at **911** (from a safe location, only when safe to do so).

DO NOT ATTEMPT TO USE THE ELEVATOR

* * * * *

UPON HEARING THE 2ND STAGE (EVACUATION) ALARM
(fast pulsing, continuous signal)

Leave the building via the nearest EXIT stairwell and/or exterior EXIT.
Close all doors behind you.
Remain calm.

DO NOT ATTEMPT TO USE THE ELEVATOR

* * * * *

UPON HEARING THE 1ST STAGE (ALERT) ALARM
(slow pulsing, intermittent signal)

Stand by and prepare to leave the building.
Listen for instructions over the paging system or from the Fire Department.
Remain calm.

* * * * *

The Fire Department will respond to investigate the cause of the alarm.

When leaving the building follow instructions given over the voice communication system and by members of the Fire Safety Committee and the Fire Department.

Assist persons requiring assistance to the exits.

NOTE: Electromagnetic locking or hold-open devices will release upon activation of the fire alarm system. These doors are identified by a sign stating, "EMERGENCY EXIT UNLOCKED BY FIRE ALARM".

EMERGENCY FLOOR WARDEN TEAM

The size of an Emergency Floor Warden Team will vary according to the number of employees of one employer in an office, area or floor. Each tenant on each floor will provide at least one Fire Warden who is the Team Leader and at least one Assistant Fire Warden.

Floor wardens should be drawn from senior personnel in each organization. Where senior staff is not available, it must be demonstrated to other staff that the appointed floor wardens are in charge during an emergency.

Where sufficient personnel are available, additional Emergency Floor Warden Team members may be designated to assist during an emergency. This shall be done with all due regard for personal safety, and only if it is safe to do so. Assistance may include searching male and female washrooms, and helping to facilitate evacuation at the exit stairs.

The primary duties of the Emergency Floor Warden Team members are to ensure an orderly and expedient evacuation, and, when necessary, to coordinate the assignment of additional persons to evacuate those in need of physical assistance.

FIRE SAFETY COMMITTEE DUTIES

FIRE WARDEN (TEAM LEADER)

You will:

- Obtain and review a copy of the appropriate pages of the Fire Safety Plan, and know your duties and responsibilities as stated therein.
- Be familiar with your floor areas, exits from the floor to the area of assembly (at least 150 m from the building), and the locations of firefighting equipment.
- Know the responsibilities of your Emergency Floor Warden Team members (i.e. Assistant Fire Wardens, Searchers and Exit Monitors).
- Ensure that all Emergency Floor Warden Team members are trained in their responsibilities.
- Be familiar with personnel on your respective floors/areas who require assistance to evacuate, and ensure that the security (manager/supervisor) is provided with an up-to-date list of all such persons.
- Attend all training sessions provided for the Emergency Floor Warden Teams and promote active participation of your team in this training. Training will include day-to-day responsibilities and “Emergency Procedures”, including when and how to use the red ‘firefighters’ handsets.
- In cooperation with your company’s administration, maintain a list of the Emergency Floor Warden Team and provide a copy to the Security & Life Safety Department.
- Forward a copy of any changes to the list of Emergency Floor Warden Team members to the Security & Life Safety Department. Transfer team member identification items, lists of duties and any other materials from a former member to a new member, and ensure that each position on the Emergency Floor Warden Team is continuously filled. New members should be trained in their responsibilities.
- Inform new employees of the “Emergency Procedures” and the duties, if any, that they are to perform in the event of an emergency, and ensure that any required training takes place.
- With other departments located on your floor/area, formulate plans and procedures for the security of personnel as well as any valuable documents or other important records normally handled in the area.
- Participate in fire drills as described in this Plan, and encourage full Emergency Floor Warden Team and employee participation in the drills.

- Assist in fire prevention by noting and reporting to the Security & Life Safety Department or Property Manager where fire hazards or unsafe conditions exist.

Note: Stairwell doors must remain closed at all times. Aisles, corridors, landings, stairwells and exits must be free of obstructions. Combustible refuse must be promptly removed from the building.
- Ensure that fire extinguishers, fire hoses, and other safety equipment, are unobstructed and ready for use. Observations of defects are to be reported immediately to the Security & Life Safety Department
- Ensure that the “Emergency Procedures” notice is displayed on your floor and kept up-to-date.
- Compile and maintain a list of any hazardous materials on your floor, and forward a copy of this list to the Security & Life Safety Department.
- Ensure that the back-up Fire Warden is advised of your absence (e.g. meeting, illness, vacation).

FIRE SAFETY COMMITTEE DUTIES

ASSISTANT FIRE WARDENS (SEARCHERS/EXIT MONITORS)

You will:

- Obtain and review a copy of the appropriate pages of the Fire Safety Plan, and know your duties and responsibilities as stated therein.
- Be familiar with your floor areas, exits from the floor to the area of assembly (at least 150 m from the building), and the locations of firefighting equipment.
- Be familiar with personnel on your respective floors/areas who require assistance to evacuate, and ensure that the Security & Life Safety Department is provided with an up-to-date list of all such persons.
- Attend all training sessions provided for the Emergency Floor Warden Teams and promote active participation of your team in this training. Training will include day-to-day responsibilities and “Emergency Procedures”, including when and how to use the red ‘firefighters’ handsets.
- Participate in fire drills as described in this Plan, and encourage full Emergency Floor Warden Team and employee participation in the drills.
- Assist in fire prevention by noting and reporting to the Security & Life Safety Department where fire hazards or unsafe conditions exist.

Note: Stairwell doors must remain closed at all times. Aisles, corridors, landings, stairwells and exits must be free of obstructions. Combustible refuse must be promptly removed from the building.

- Ensure that fire extinguishers, fire hoses, and other safety equipment, are unobstructed and ready for use. Observations of defects are to be reported immediately to the Security & Life Safety Department.
- Ensure the “Emergency Procedures” notice is displayed on your floor and kept up-to-date.
- Know the exact location(s) of any hazardous materials on your floor/area.
- Ensure that back-up Assistant Fire Wardens/Searchers/Exit Monitors have been selected and are advised of your absence (e.g. meeting, illness, vacation).

IF YOU DISCOVER FIRE OR SMOKE

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

- Leave the fire area immediately, removing any person in immediate danger. Make sure that doors to the affected area are closed.

Before opening any doors, test the door and door handle for heat.

- < If the door is hot, leave the door closed and unlocked. If you are in an office with no alternate exit, remain where you are and call 911 to alert them to your location. Otherwise, try an alternate exit.
- < If the door is not hot, brace yourself against the door and open slightly. If you feel air pressure or hot draft, close the door quickly, leaving it unlocked. If you are in a room with no alternate exit, remain where you are and call 911 to alert them to your location. Otherwise, try an alternate exit.
- < If the door is not hot and you did not feel air pressure or a hot draft, walk to the nearest exit and leave the building.

Use stairways and/or exterior exit doors to exit. **DO NOT** use elevators. If you encounter fire or 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, leaving it unlocked.
 - < Seal off all openings, 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. Listen for instructions given by authorized personnel. Remain Calm.
- Activate the fire alarm system by pulling 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 building location and floor number
 - Fight the fire only if you are trained, confident you can extinguish it, and the fire is not between you and the exit.
 - If safe to do so, perform your duties as outlined in this Plan.
 - After completing your emergency duties, exit the building.
 - Do not return to the building until it is declared safe to do so by the Fire Department.
 - **REMAIN CALM**

UPON HEARING THE 1ST STAGE (ALERT) FIRE ALARM SIGNAL

EMERGENCY FLOOR WARDEN TEAM MEMBERS

You will adhere to the “Emergency Procedures” and, provided it is safe to do so, you will:

- Immediately put on Emergency Floor Warden Team identification.
- Conduct a systematic check of the floor, including office areas, meeting rooms, washrooms, storage rooms, elevator lobbies and stairwells, looking for smoke or fire. The Fire Warden and Searchers will carry out a check of office areas, meeting rooms, washrooms, storage rooms, and elevator lobbies. The Exit Monitors will check their designated EXIT stairwells.
- **IF SMOKE OR FIRE IS FOUND**, activate a pull station, using the closest red emergency telephone handset and in a safe location, free of fire or smoke contact the Fire Department at 9-1-1 then immediately fulfil your evacuation duties.
- **Before opening the stairwell, office or room door, check for smoke and feel the door for heat:**
 - < If the door is **HOT OR SMOKE APPEARS** at the edges, **DO NOT OPEN**. Direct occupants to the nearest alternate EXIT. Follow instructions under “**IF SMOKE OR FIRE IS FOUND**” as shown above. Dispatch a person of your selection to inform the Fire Warden of the condition. From a safe distance, maintain control of the EXIT, until the floor is evacuated.
 - < If the door is **NOT HOT** and **NO SMOKE** is observed, brace the door with your body and slowly open it. If heat is felt, close the door immediately and follow instructions as shown in the item above.
- If neither fire nor smoke is found on the floor, meet at a predetermined location on the floor/area, in order to report the status of the area just checked to your Fire Warden.
- Ensure that all team positions are filled. Co-opt additional persons, as required, to assist in evacuation.
- Prepare to evacuate persons requiring physical assistance (eg. wheelchair, blind, recent surgery).
- Exit Monitors will return to their designated EXIT stairwells.
- Searchers will attend at their designated area and continue to check for fire and smoke, and be available to answer any concerns expressed by occupants.

- The Fire Warden will oversee the situation on the floor.
- Continue to monitor the messages given over the voice communication system until the “ALL CLEAR” is announced. If at any time during the emergency, information received causes you to make the decision to evacuate, the duties and responsibilities listed under “**UPON HEARING THE 2ND STAGE (EVACUATION) FIRE ALARM SIGNAL**”, are to be carried out, however, **DO NOT** activate a fire alarm pull station, **unless** there is smoke or fire on your floor/area. Quickly, using direct communication with personnel on your floor/area, advise them to evacuate.
- During the sounding of the Alert signal, personnel on the floor/area are to be kept informed, as much as possible, of decisions made (i.e. evacuating or not evacuating), and the reasons for these decisions.
- Should a condition of a serious nature occur that does not directly involve the fire alarm (e.g. stranger(s) entering the floor from a stairwell or a door usually secured by a maglock, or a medical emergency) contact the Security & Life Safety Department at the CACF and report the condition/situation.

UPON HEARING THE FIRE ALARM 2ND STAGE (EVACUATION) SIGNAL

FIRE WARDENS (TEAM LEADERS)

You will adhere to the “Emergency Procedures” and, provided it is safe to do so, you will:

- Immediately put on Emergency Floor Warden Team identification.
- Commence evacuation of the floor/area, ensuring that Emergency Floor Warden Team members are fulfilling their duties, and assisting in the evacuation by directing occupants to the nearest exit stairwell. Evacuation should proceed to street level, if possible, but may require going to a safe location within the building. Evacuation of persons requiring physical assistance (e.g. wheelchair, blind, recent surgery) should be carried out under the following guidelines:

Scenario #1 - The fire/smoke is not in your area and you are not in immediate danger:

- < Assign available personnel to help those in need of physical assistance to evacuate. In order to avoid congestion in the stair, evacuate these people last. If necessary, evacuate those in need of physical assistance at least to a safe and unaffected floor/area. In this eventuality, report directly to the Security & Life Safety Department, and ensure that the Fire Department is informed of the exact location of the persons left on the floor/area.

Scenario #2 - The fire/smoke is in your area and you are in immediate danger:

- < Evacuate all persons. If unable to evacuate those in need of physical assistance, report directly to the Security & Life Safety Department, and ensure that the Fire Department is informed of the exact location of the persons left on the floor/area.
- Support Emergency Floor Warden Team members in carrying out their responsibilities.
- Upon arrival at street level or place of safety, meet with the other Emergency Floor Warden Team members and gather all information regarding the emergency. This information will include (if known):
 - < the names of persons not accounted for
 - < persons still on the floor/area in need of assistance, and their probable location(s)
 - < status of persons injured
 - < the locations where smoke was encountered
 - < the location of fire and what was burning
 - < the location of hazardous materials and chemicals on their floor.

- Deliver, or delegate a team member to deliver the above information to the Security & Life Safety Department, or if this is not possible, to the Fire Department at their response point.
- Advise evacuees to move as far away as possible from the building and to proceed to the designated assembly area.
- Follow instructions from the Fire Department and assist them as requested.

If on site, the backup Fire Warden will assist you in these duties.

UPON HEARING THE FIRE ALARM 2ND STAGE (EVACUATION) SIGNAL

ASSISTANT FIRE WARDENS

You will adhere to “Emergency Procedures” and, provided it is safe to do so, you will:

- Immediately put on Emergency Floor Warden Team identification.
- Assist in the evacuation by directing occupants to the nearest exit stairwell. Evacuation should proceed to street level, if possible, but may require going to a safe location within the building. Evacuation of persons requiring physical assistance (e.g. wheelchair, blind, recent surgery) should be carried out under the following guidelines:

Scenario #1 - The fire/smoke is not in your area and you are not in immediate danger:

- ▶ Assign available personnel to help those in need of physical assistance to evacuate. In order to avoid congestion in the stair, evacuate these people last. If necessary, evacuate those in need of physical assistance at least to a safe and unaffected floor/area. In this eventuality, report directly to the Security & Life Safety Department, and ensure that the Fire Department is informed of the exact location of the persons left on the floor/area.

Scenario #2 - The fire/smoke is in your area and you are in immediate danger:

- ▶ Evacuate all persons. If unable to evacuate those in need of physical assistance, report directly to the Security & Life Safety Department, and ensure that the Fire Department is informed of the exact location of the persons left on the floor/area.
- Support Emergency Floor Warden Team members (Searchers/Exit Monitors) in carrying out their duties.
- Check enclosed areas to ensure total evacuation.
- Close all doors behind you.
- Assist the Fire Warden as requested.
- Upon arrival at street level, or place of safety, meet with the other Emergency Floor Warden Team members and assist in gathering information regarding the emergency. This information will include (if known):
 - < the names of persons not accounted for
 - < persons still on the floor/area in need of assistance, and their probable location(s)
 - < the status of persons injured
 - < the locations where smoke was encountered
 - < the location of fire and what was burning

< the location of hazardous materials and chemicals on their floor.

- Ensure that the Security & Life Safety Department receives all information (as above) pertinent to the emergency evacuation.
- Advise evacuees to move as far away as possible from the building and to proceed to the designated assembly area.
- Follow instructions from the Fire Department and assist them as requested.

In the absence of the Fire Warden, the Assistant Fire Warden will fulfil their duties.

UPON HEARING THE FIRE ALARM 2ND STAGE (EVACUATION) SIGNAL

SEARCHERS

You will adhere to the “Emergency Procedures” and, provided it is safe to do so, you will:

- Immediately put on Emergency Floor Warden identification.
- Immediately start the evacuation of all personnel in your zone. Direct occupants to the nearest exit stairwell or, if impassable, an alternate route. Advise staff regarding exit routes and evacuation procedures.
- Conduct a systematic search of office areas, meeting rooms, lounges and washrooms, and other areas frequented by persons of your gender, including isolated portions of the floor/area.
- Assist in, or supervise, the evacuation of any persons requiring physical assistance (e.g. wheelchair, blind, recent surgery). Evacuation of persons requiring physical assistance should be carried out under the following guidelines:

Scenario #1 - The fire/smoke is not in your area and you are not in immediate danger:

- < Assign available personnel to help those in need of physical assistance to evacuate. In order to avoid congestion in the stair, evacuate these people last. If necessary, evacuate those in need of physical assistance at least to a safe and unaffected floor/area. In this eventuality, report directly to the Security & Life Safety Department, and ensure that the Fire Department is informed of the exact location of the persons left on the floor/area.

Scenario #2 - The fire/smoke is in your area and you are in immediate danger:

- < Evacuate all persons. If unable to evacuate those in need of physical assistance, report directly to the Security & Life Safety Department, and ensure that the Fire Department is informed of the exact location of the persons left on the floor/area.
- Close all doors behind you.
- Assist the Fire Warden as requested.
- Upon arrival at street level or place of safety, meet with the other Emergency Floor Warden Team members and report all information regarding the emergency to the Fire Warden. This information will include (if known):
 - < the names of persons not accounted for
 - < persons still on the floor/area in need of assistance, and their probable location(s)
 - < the status of person(s) injured

- < the locations where smoke was encountered
- < the location of fire and description of what is burning
- < the location of hazardous materials and chemicals on their floor.

- Ensure that the Security & Life Safety Department receives all information (as above) pertinent to the emergency evacuation.

- Advise evacuees to move as far away as possible from the building and to proceed to the designated assembly area.

- Remain at the designated assembly area until the “all clear” is given or until otherwise instructed.

- Follow instructions from the Fire Department and assist them as requested.

INSTRUCTIONS TO AIDE PERSONS REQUIRING ASSISTANCE TO EVACUATE

Individuals who require assistance to evacuate do not just include those with obvious disabilities or impairments such as those using wheelchairs, walkers, crutches and canes.

It can also include:

- Those who are blind, have impaired vision, are deaf or have hearing impairments
- Woman who are pregnant
- Persons with temporary conditions such as a broken leg or sprained ankle
- Individuals with arthritis
- Persons with hidden disabilities, such as heart problems
- Individuals who have breathing difficulties such as asthma

It is important that these people are recognized in order to ensure they are able to exit the building in a safe and timely manner.

Each individual should be paired up on the 'Buddy System' with a capable volunteer who works in close proximity. Each 'buddy' should:

- Aide their assigned individual who requires assistance to evacuate, to the designated assembly area.

It is important to note that a volunteer will only aide a person requiring assistance, provided it is safe to do so, taking all due regard for their own personal safety.

INSTRUCTIONS TO TRANSPORT PERSONS REQUIRING ASSISTANCE TO EVACUATE VIA THE STAIRWELLS

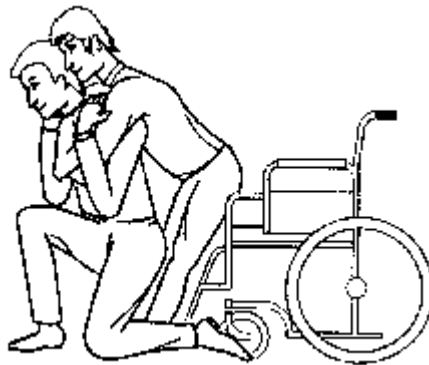
Under normal circumstances, persons who require assistance should be evacuated via the ramp or left beside the exit stairs under the supervision of a Fire Warden, until such time as the Fire Department can affect a rescue. But under some circumstances, it may be life threatening for persons to remain on that floor, awaiting Fire Department rescue. Evacuation may be to an area of refuge. Under these circumstances, persons requiring assistance must be transported via the stairs to the exterior. The following are examples of some techniques that may be used to transport a person via stairwells where ramps are inaccessible.

Only persons professionally and regularly trained in these lifting techniques should attempt to evacuate persons requiring assistance. For persons who are not professionally trained, the following descriptions and diagrams are for reference purposes only.

If possible, and the individual requiring assistance to evacuate is capable of making a decision, obtain their consent before attempting to move or administer first aid to them.

THE BACK LIFT

The rescuer will kneel in front of the person and place the person's arm up and over the rescuer's shoulder and across his/her chest. The rescuer will then lean forward, before rising slowly to a full standing position.



TWO RESCUER SEAT CARRY

The rescuers position themselves next to the wheelchair (or beside the person) in order to grasp each other's upper arm or shoulder as per illustration #2. The person being assisted will place his/her arms firmly around both rescuers necks as per illustration #3. The two rescuers will then lean forward placing the free arm under the individual's legs, firmly grasping each other's wrists as per illustrations #4 and #5. Working together, both rescuers lift, using legs, carefully step forward.

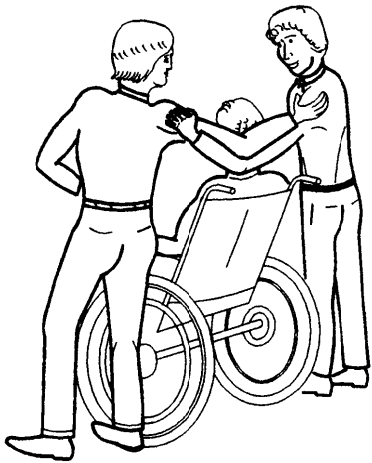


ILLUSTRATION #2

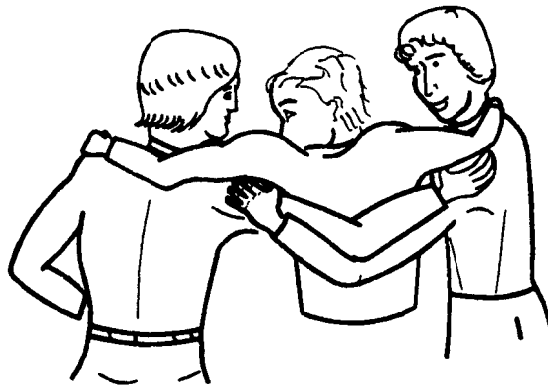


ILLUSTRATION #3

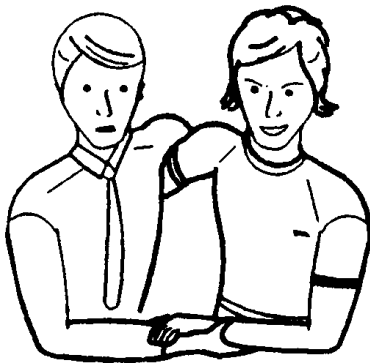


ILLUSTRATION #4

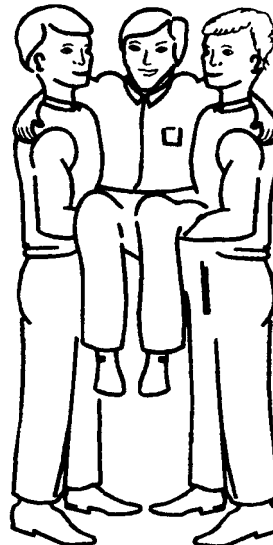
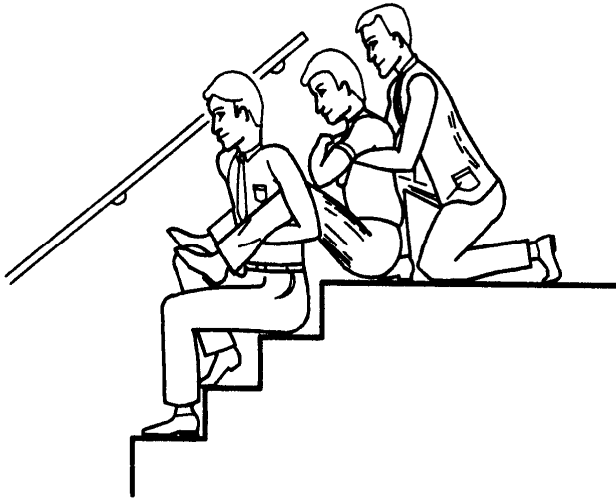


ILLUSTRATION #5

TWO RESCUER EXTREMITIES CARRY

The person being assisted will be placed on the stairwell landing. One rescuer will lift at the legs, under the knees, while the other will lift under the shoulders with fingers locked across the individual's chest. Rescuers with backs erect will lift together, rising slowly to a standing position.



Note: It is important to communicate with Supervisory Staff concerning your attempt to transport the individual down a stairwell. Supervisory Staff will then be able to redirect stairwell traffic to the other stairwell while you transport, so as to avoid stairwell congestion.