

## **Life Safety Manual** ▶ First Canadian Place

**For:**

**Fire Wardens,**

**Assistant Fire Wardens**

**& Occupants of**

**100 King Street West, Toronto**

September, 2014

**Brookfield**

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# IMPORTANT TELEPHONE NUMBERS

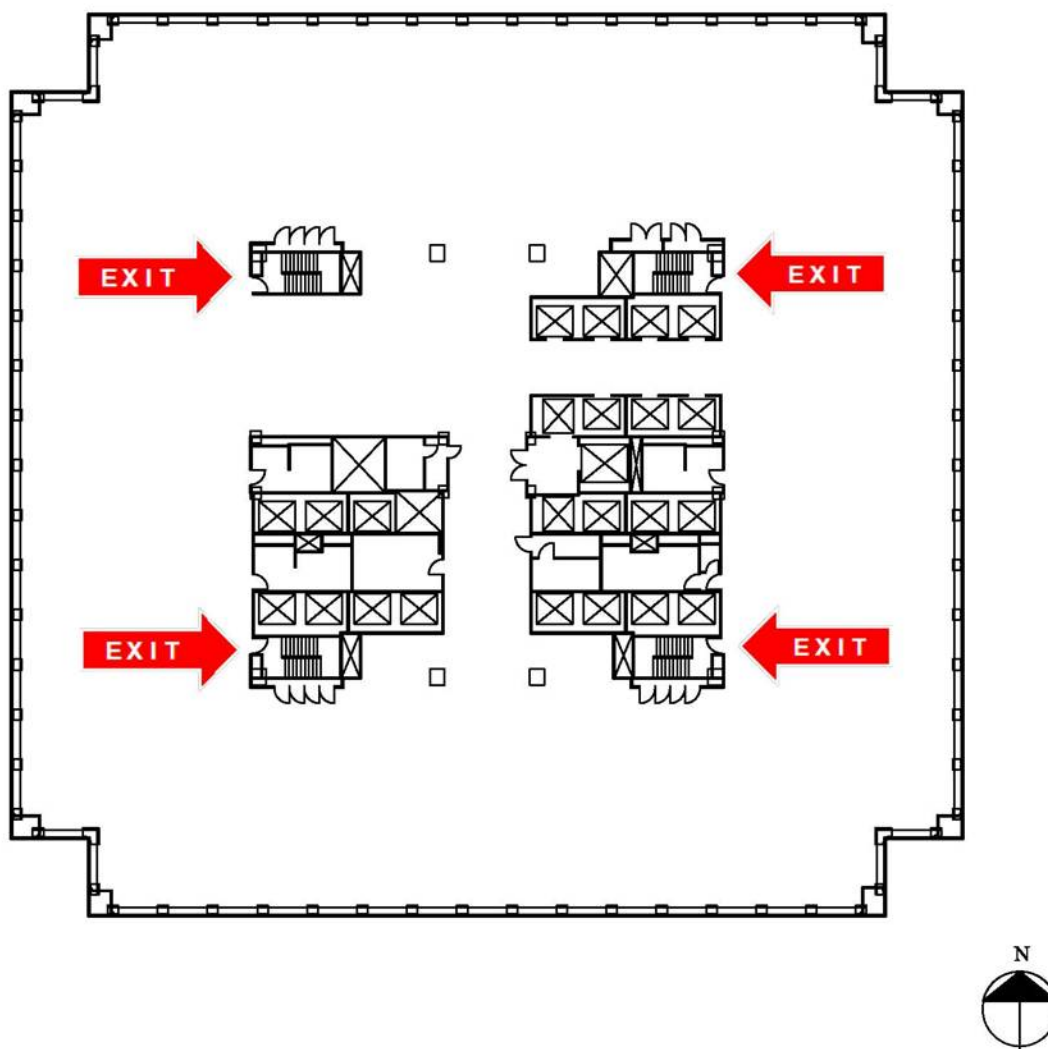
Fire / Emergency  
**9-1-1**

Security Desk  
**416-862-6319**

Water - Electrical - Building Hazards  
Building Service Centre  
**310-SERV (7378)**

Property Management Office  
416-862-8138

# TYPICAL OFFICE FLOOR PLAN



## 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.

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.

### FIRE WARDEN (TEAM LEADER) DUTIES

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 & Life Safety Department is provided with an up-to-date list of all such persons. [CLICK HERE FOR FORM](#)
- 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.
- Maintain a list of the Emergency Floor Warden Team Members and provide a copy to the Security & Life Safety Department. [CLICK HERE FOR FORM](#)
- 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.
- Assist in fire prevention by noting and reporting to the Building Service Centre (310-SERV) where fire hazards or unsafe conditions exist.

**Note:** Fire and 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 Building Service Centre.
- 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).

### **ASSISTANT FIRE WARDENS (SEARCHERS / EXIT MONITORS) DUTIES**

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.
- 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 Building Services Centre (310-SERV) where fire hazards or unsafe conditions exist.

**Note:** Fire and 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 Building Services Centre (310-SERV).
- 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).

## **UPON HEARING THE 1<sup>st</sup> 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, use the closest red emergency telephone handset (in a safe location, free of fire or smoke) to contact the CACF and advise the operator to sound the 2<sup>nd</sup> stage (evacuation) fire alarm, then immediately fulfill 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 (e.g. 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 2<sup>nd</sup> 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. When at a safe location, advise the CACF that the evacuation has taken place.

During the sounding of the Alert signal, personnel on the floor/area are to be kept informed, as far as possible, of decisions made (i.e. evacuating or not evacuating), and the reasons for these decisions.

## **UPON HEARING THE 2<sup>nd</sup> STAGE (EVACUATION) FIRE ALARM SIGNAL**

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 WARDEN (TEAM LEADER) – EVACUATION PROCEDURES**

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 Building Security, 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 Building Security, 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:

- 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 Building Security, 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.

Assist with crowd control.

## **ASSISTANT FIRE WARDENS – EVACUATION PROCEDURES**

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 Building Security, 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 Building Security, 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 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:

- 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 Building Security 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.

Assist with crowd control.

Follow instructions from the Fire Department and assist them as requested. In the absence of the Fire Warden, the Assistant Fire Warden will fulfill their duties.



## **SEARCHERS – EVACUATION PROCEDURES**

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

Immediately put on Emergency Floor Warden identification.

Evacuate all personnel in your floor/area. Direct occupants to the nearest exit stairwell or if impassable to 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 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 Building Security, 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 Building Security, 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:

- 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 Building Security receives all information 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.

Assist with crowd control and remain at the designated assembly area until the “all clear” is given or until otherwise instructed.

Follow instructions from the Fire Department and assist as required.

## EXIT MONITORS – EVACUATION PROCEDURES

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.

Ensure your designated stairwell is free of fire and smoke and available for use.

### **Before opening the stairwell 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. Dispatch a person 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 stated above.

**If the stairwell is available for use**, enter the stairwell, remaining on your floor level, and ensure that evacuees move quickly and quietly down the stairwell in an orderly manner, merging effectively with those coming from floors above.

In the event that two Exit Monitors are assigned to one exit stairwell, one Exit Monitor will lead occupants through the exit route to the exterior, while the other remains on the floor level to direct the evacuation. Provide the assistance necessary to maintain a calm and orderly evacuation.

Evacuate the building upon seeing the Fire Warden or Searcher(s) enter the stairwell.

Direct occupants to proceed to the assembly area, ensuring that they stay as far away from the building as possible and stay clear of all fire routes. Direct all persons, whether staff, visitors, or members of the public, to their respective assembly areas (as applicable).

From a safe distance, prohibit re-entry to the building through the exit you have used, until such time as that exit is no longer being used for evacuation, and the door has been closed.

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:

- 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 your floor.

Ensure that Building Security receives all information 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.

Assist with crowd control and remain at your designated assembly area until the “all clear” is given or until otherwise instructed.

Follow instructions from the Fire Department and assist as requested.

# EMERGENCY PROCEDURES - BUILDING OCCUPANTS

## 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.

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".

Crossover floors which provide access to an alternate stairwell, are located every five (5) floors or less and are distinguishable by signs located inside the stairwell.

## **EMERGENCY PROCEDURES - BUILDING OCCUPANTS**

### **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 building fire alarm system by operating the nearest fire alarm pull 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.

Do not return to the building until it is declared safe to do so by the Fire Department.

### **REMAIN CALM**

Doors that are provided with electromagnetic locking devices will automatically release upon activation of the fire alarm system. These doors are identified by the sign "EMERGENCY EXIT UNLOCKED BY FIRE ALARM".

Crossover floors which provide access to an alternate stairwell, are located every five (5) floors or less and are distinguishable by signs located inside the stairwell.

## **EMERGENCY PROCEDURES - BUILDING OCCUPANTS**

### **IF YOU HEAR A FIRE ALARM 2ND STAGE (EVACUATION) SIGNAL**

Evacuate the building immediately, using the nearest exit.

Before opening your office door, test the door and door handle for heat.

- If the door is hot, remain in your suite and ensure that the door is unlocked.
- 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 and remain in your suite.
- Call the Fire Department at 911 and alert them of your location.

If safe to do so, walk to your nearest exit and leave the building. Use stairs only. DO NOT use elevators. Close all doors behind you.

Follow instructions provided by Fire Wardens and the Fire Department.

Use an alternate exit if you encounter smoke in the stairway. If you are unable to use an alternate exit or are trapped:

- Return to an office and close the door.
- 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 of your location.
- Wait to be rescued.
- Remain calm.

Report to your designated assembly location to participate in a head count.

Do not return to your work area until an "all clear" has been given by the Fire Department.

### **REMAIN CALM**

Doors that are provided with electromagnetic locking devices will automatically release upon activation of the fire alarm system. These doors are identified by the sign "EMERGENCY EXIT UNLOCKED BY FIRE ALARM".

Crossover floors which provide access to an alternate stairwell, are located every five (5) floors or less and are distinguishable by signs located inside the stairwell.

## **EMERGENCY PROCEDURES - BUILDING OCCUPANTS**

### **IF YOU HEAR A FIRE ALARM 1ST STAGE (ALERT) SIGNAL**

#### **During normal business hours:**

- Prepare to evacuate your floor.
- Follow the instructions given by members of your Emergency Floor Warden Team.
- Listen for the Evacuation signal.
- Follow the instructions given over the voice communication system and those given by the Fire Department.

#### **After hours, weekends and holidays:**

- Evacuate the building immediately, using the nearest exit.
- Report to your designated assembly location to participate in a head count.
- Ensure Building Security is advised that you have evacuated, and given the status of your floor/area, if known (i.e. the floor is clear, or persons are still on the floor/area).
- Do not return to the building until the “all clear” is given by the Fire Department.

## **PERSONS REQUIRING ASSISTANCE TO EVACUATE**

It is the responsibility of Employers to ensure that any persons they employ who require assistance to evacuate are provided with means to evacuate the premises safely.

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 and epilepsy
- 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 an able bodied volunteer who works in close proximity. Each 'buddy' should aid their assigned individual who requires assistance to evacuate, to the designated assembly area.

If a designated elevator is used to pick up those requiring assistance to evacuate, the buddy should assist that individual to the elevator and then exit the building. Do not wait with the individual until the elevator arrives (unless severely injured) as it may inhibit one's ability to escape.

It is important to note that persons helping to evacuate anyone requiring physical assistance, should do so only if it is safe, and with all due regard for their own personal safety.

**[CLICK HERE FOR FORM](#)**

## **FIRE EXTINGUISHMENT, CONTROL OR CONFINEMENT**

This is primarily the responsibility of the Fire Department. The production of toxic fumes in buildings makes firefighting potentially dangerous, particularly if a large amount of smoke is being generated.

Only after ensuring that the alarm has been raised and the Fire Department has been notified, a small fire can be extinguished by experienced person(s) familiar with extinguisher operation. If it cannot be easily extinguished, leave the area and confine the fire by closing the door.

Fighting the fire is always a voluntary act.

Fire and smoke can be contained and/or controlled by ensuring that doors are closed.

## **FIRE PREVENTION**

Wherever the human element exists, the possibility of accidental fire is always present. The best way to fight fire is to prevent it from happening in the first place. Fires do not just happen; they are usually traced to human error. Prevention of fires is the ultimate achievement in fire safety. Fire prevention is everyone's responsibility. If you notice a fire hazard contact the Building Service Centre (310-SERV) immediately.

The following fire prevention measures are noted for the purpose of creating a safe environment for occupants and building staff.

### **GENERAL HAZARDS**

- Keep all hallways, aisles and corridors free from obstructions.
- Ensure that all stairwell doors remain closed at all times. They should never be propped open.
- Smoking is a major cause of fire deaths. Many fires are related to careless smoking practices. Smoke in designated areas only.
- Avoid placing combustible materials directly in contact with an electrical outlet.
- Do not hang anything from a fire sprinkler head.

### **ELECTRICAL HAZARDS**

- Disconnect all electrical appliances with heating elements (e.g. coffee maker) at the end of the workday.
- Electrical wiring that is defective, frayed, or cracked must be replaced.
- Do not use any outlets or electrical devices if electrical arcing occurs. Contact a qualified electrician to assess the problem.
- Extension cords are designed for temporary use only. If they are to be used, they should be protected from physical damage. They should never be run under mats or carpets.
- If a circuit breaker consistently "trips", discontinue using the device that is causing the circuit to trip. It must be determined if the device is faulty, or if there is too much current passing through the circuit, or if the circuit wiring is at fault. Only a certified electrician should assess and repair problems in the electrical distribution system.
- Circuit breaker panels shall not be covered or obstructed by stored material.



## **STORAGE AREAS**

- Storage areas should be kept clean and free of rubbish.
- Materials should be stacked to ensure stability of the piles.
- There should be a clearance of at least 18 in. between fire sprinkler heads and stored material.
- Light fixtures should be protected by wire guard or cage to prevent accidental breakage of light bulbs.
- Material should not be stored directly touching an electrical outlet.
- Electrical equipment and devices should not be operated, or connected to an electrical source in storage rooms.
- Doors to storage rooms shall be kept closed at all times.
- Flammable and combustible liquids should not be stored in storage rooms used for ordinary combustible materials (e.g. paper, boxes, clothing, linens, etc.).
- Hazardous, reactive, or unstable chemicals and substances shall not be stored in storage rooms used for ordinary combustible materials.

## **FLAMMABLE AND COMBUSTIBLE LIQUIDS**

The handling and storage of flammable and combustible liquids are required to comply with applicable requirements of the current Ontario Fire Code (OFC).

- Ensure that personnel who use flammable and combustible liquids are trained in their handling. This includes appropriate storage, use, grounding and bonding, disposal and emergency response techniques. Personnel using hazardous chemicals are required to be familiar with the MSDS sheets, which describe the use and handling of chemicals.
- Eliminate sources of ignition in an environment where flammable vapours are present or may be present.
- Transport flammable and combustible liquids in a safety container approved by Underwriters' Laboratories of Canada.
- Containers of flammable and combustible liquids shall be kept closed when not in use.
- Do not store flammable and combustible liquids with corrosives, oxidizers, reactive chemicals, or compressed gases.

## **POWER FAILURE**

While power failures rarely occur due to an internal building system problem, external occurrences can cause power loss. First Canadian Place has been designed to minimize the risk of a general power failure resulting from causes within the building. The building is equipped with emergency power generators providing power to the life safety equipment (i.e. exit signs, elevators, emergency lights and main fire equipment).

### **Elevators**

Once emergency power is activated and/or restored each elevator, one at a time, will proceed to the ground level allowing the occupants to disembark. A reduced number of elevators will operate until full power is restored.

### **Lights**

All suites and public areas are equipped with independently powered exit signs and emergency lights. Should a power failure occur, these will remain lit until normal power is restored.

In the event of an electrical failure, please observe the following guidelines:

- Contact the Property Management Office.
- Open draperies and raise blinds to let in outside light.
- If you are instructed to evacuate the building, lock all areas of your premises and remember to take your key.
- Do not congregate in the lobby areas or in the street.
- If you are trapped in an elevator during a power failure, do not panic. Wait for assistance. Your elevator will cease operation, but will not fall. Do not attempt to force the doors open or escape through the roof hatch. Use the elevator telephone to contact security and notify them of your location.
- Building management will notify you as soon as possible when power will be restored.

## **ELEVATOR ENTRAPMENT**

If you are trapped in an elevator, please follow these guidelines:

- Remain Calm
- Depress the call button labeled “help” on the elevators control panel
- Notify Building personnel of your situation
- Security will dispatch elevator personnel
- Do not try to free yourself or escape. Remain calm and await instructions.

## **MEDICAL EMERGENCY**

If someone in your office is in need of medical assistance due to illness or injury, please follow these steps:

- Call 911 - Provide your address, floor and suite number. You may be asked to describe the condition of the person in distress.
- Call Building Security who will provide interim assistance, and will arrange for emergency personnel to arrive at your location as quickly as possible.
- Post one person at the elevator lobby on your floor to lead medical personnel to the person in distress.

Following the above procedures will ensure the situation is dealt with as efficiently as possible.

## BOMB THREAT PROCEDURES

Statistics have shown that Canada is a relatively safe country, where the vast majority of threats and acts of terrorism are hoaxes. However, as the potential injury to persons and damage to property is great, all situations must be dealt with as if they are real. **If you receive a bomb threat, take it seriously.**

### If you receive a Bomb Threat by Phone:

1. The person receiving the call should be prepared to obtain precise information including:
  - Time of the call
  - Exact wording of the threat
  - Any distinguishing characteristics of the caller such as the voice or background noises.
2. Call 911 to notify police.
3. Call Building Security.

A search of tenant premises cannot be performed effectively by police or Brookfield personnel as they are unfamiliar with your environment and cannot readily identify items that are foreign or out of place. Personnel who work in the area of the threat are able to perform a more thorough search.

It is recommended that your Fire Safety Team utilize employee volunteers to assist with the search. Brookfield Staff, Building Security and/or police will assist them.

During the search procedure remember this rule: **Look for something that doesn't belong, that is out of the ordinary, or out of place.** Conduct the search quickly but thoroughly. Keep the search time to a maximum of 15-20 minutes. If an unidentified or suspicious object is found, **DO NOT TOUCH IT.**

In the event that a suspicious object is found, local police or Brookfield Staff and Building Security may recommend a partial or complete evacuation.

The search of common areas is the responsibility of Brookfield Staff and Building Security.

## TELEPHONE BOMB THREAT CHECKLIST

### CALLER'S VOICE:

- |                                   |                                   |  |
|-----------------------------------|-----------------------------------|--|
| <input type="checkbox"/> Calm     | <input type="checkbox"/> Crying   | <input type="checkbox"/> Deep            |
| <input type="checkbox"/> Angry    | <input type="checkbox"/> Normal   | <input type="checkbox"/> Ragged          |
| <input type="checkbox"/> Excited  | <input type="checkbox"/> Distinct | <input type="checkbox"/> Clearing Throat |
| <input type="checkbox"/> Slow     | <input type="checkbox"/> Slurred  | <input type="checkbox"/> Deep Breathing  |
| <input type="checkbox"/> Rapid    | <input type="checkbox"/> Nasal    | <input type="checkbox"/> Cracking Voice  |
| <input type="checkbox"/> Soft     | <input type="checkbox"/> Stutter  | <input type="checkbox"/> Disguised       |
| <input type="checkbox"/> Loud     | <input type="checkbox"/> Lisp     | <input type="checkbox"/> Accent          |
| <input type="checkbox"/> Laughter | <input type="checkbox"/> Raspy    | <input type="checkbox"/> Familiar        |

### BACKGROUND SOUNDS:

- |   |  |
|---|--|
| <input type="checkbox"/> Street Noises    | <input type="checkbox"/> Factory Machinery |
| <input type="checkbox"/> Children         | <input type="checkbox"/> Animal Noises     |
| <input type="checkbox"/> Voices           | <input type="checkbox"/> Clear             |
| <input type="checkbox"/> PA System        | <input type="checkbox"/> Static            |
| <input type="checkbox"/> Music            | <input type="checkbox"/> Local             |
| <input type="checkbox"/> Household Noises | <input type="checkbox"/> Long Distance     |
| <input type="checkbox"/> Motors           | <input type="checkbox"/> Booth             |
| <input type="checkbox"/> Office Machinery | <input type="checkbox"/> Other             |

If voice is familiar, whom did it sound like?

### QUESTIONS TO ASK:

When is the bomb going to explode?

Where is it right now?

What does it look like?

What will cause it to explode?

Did you place this bomb?

Why?

What is your name?

### EXACT WORDING OF THREAT:

### THREAT LANGUAGE

- |   |   |                                     |                  |
|---|---|-------------------------------------|------------------|
| <input type="checkbox"/> Well spoken / educated | <input type="checkbox"/> Incoherent                   | Sex of Caller:                      | Approximate Age: |
| <input type="checkbox"/> Taped                  | <input type="checkbox"/> Foul                         | Length of Call (Minutes):           |                  |
| <input type="checkbox"/> Irrational             | <input type="checkbox"/> Message read by threat maker | Phone # at which call was received: |                  |
|   |   | Date:                               | Time:            |

### COMMENTS:

### REPORT CALL IMMEDIATELY TO 9-1-1 AND SECURITY

Call received by:	Phone #:
Company:	Room #: