



## EMERGENCY EVACUATION PROCEDURES – OCCUPANT / VISITOR

### FAST OR EVACUATION STAGE – 120 beats per minute

1. Follow the Instructions of your Fire Wardens (identified by red hats).
2. If on your home floor, collect your coat and keys as you may not be able to return to your floor.
3. Evacuate the floor, via the nearest exit stairwell and proceed to the nearest cross over floor not in evacuation alarm or to your designated off site evacuation area.

#### CROSS OVER FLOORS:

Cross over floors - East Tower: 3, 7, 12, 17, 21, 26 and 30  
Cross over floors - West Tower: 3, 7, 12, 17, 21, 26, 29, 33, 38, 42, 45 and 49

#### DESIGNATED OFF-SITE EVACUATION AREAS:

West Tower: Bow Valley Square - 205 - 5<sup>th</sup> Avenue SW  
West Side of 1<sup>st</sup> street  
*Designated Location(s): Main floor or Plus 15 Levels*

East Tower: Sun Life Plaza – 140 - 4<sup>th</sup> Ave SW  
North side of 4<sup>th</sup> Avenue SW  
*Designated Location(s): Main Floor or Plus 15 Levels*

4. Use the stairwell and not the elevators. If you encounter smoke in the stairwell proceed to the alternate stairway via the cross over floor. If both stairwells contain smoke remain on the floor and call 911 & building management at (403) 444-2888 to advise them of the situation. The Fire Department will ensure that attending your location is a priority.
5. Evacuate without excessive noise to enable announcements to be heard. Stay on the inside railing of the stairwell in single file. Allow other floors to merge into the stairwell.
6. Bottlenecking occurs on the lower levels, watch for directional signage and markings of the exits.
7. Do not return to your floor until the all clear announcement is heard. Even if the alarm tones are silenced. This does not always mean that the alarm has ended.
8. If you are evacuating to the ground floor, walk directly to your designated off site evacuation area once exiting the stairwell.
9. Upon leaving the building, do not stop or congregate in the plaza area as the Calgary Fire Department and other emergency vehicles may need access to this area to respond to the emergency. Also doing so may back up the traffic coming down the stairwell after you.

### SLOW OR ALERT STAGE – 20 beats per minute

1. Prepare for evacuation, remain calm.
2. Follow instructions of the Fire Wardens (identified by red hats).
3. Listen to announcements.



## Mobility Impaired Persons

A mobility-impaired person is anyone who requires assistance down the stairwells including, but not limited to, heart condition, broken limbs, sports injury or pregnancy or anyone which finds difficulty descending down a flight of stairs. This may be of a permanent or temporary nature. It is the responsibility of anyone wishing or requiring assistance to identify themselves to their Manager or Fire Warden.

A “Buddy” is someone who is capable of assisting the Mobility Impaired Person should an evacuation be needed where an elevator rescue is not available or the need for evacuation is immediate. A Buddy should be someone capable of providing this service up to and including carrying the person down the stairs in the most extreme circumstances.

### Roles and Responsibilities

SLOW OR ALERT STAGE – 20 beats per minute

1. Prepare for evacuation, remain calm.
2. Follow instructions of the Fire Wardens.
3. Listen to announcements.

FAST OR EVACUATION STAGE – 120 beats per minute

1. Proceed to the freight elevator lobby.
2. Only Mobility Impaired persons in immediate danger will be evacuated by The Calgary Fire Department. Be prepared to wait for an extended period of time.
3. Listen for announcements and updates via the intercom system.
4. Should you require assistance please use the intercom to call building staff.
5. If the freight elevator lobby is or becomes unsafe, the mobility impaired person and buddies must move to the closest exit stairwell. One buddy should go to the next lowest crossover floor not in alarm and report the change in status to the building staff.

## PARKADE EVACUATIONS

If you are in the parkade when an evacuation alarm occurs, proceed to the nearest stairwell and evacuate out of the parkade. Proceed to your designated off site evacuation area. Under no circumstances should you enter the parkade while in evacuation stage (120 beats per minute) to remove your vehicle.

## PLUS 15 & MAIN FLOOR EVACUATIONS

If you are on the Plus 15 or Main floor when an evacuation alarm occurs on those levels, evacuate the floor and proceed to your designated off site evacuation area. Once the all clear announcements have been heard in the building staff will retrieve you from this location.

## MEDICAL EMERGENCY

If someone is injured or becomes critically ill, follow the steps below to ensure the fastest possible response:

1. Call **9-1-1** (If required dial for an outside line then 911 to reach emergency services).
2. Call the BROOKFIELD SECURITY CONTROL CENTRE at **(403) 444-2888**. Security personnel will send someone to your location to assist with the first aid emergency and will meet and escort the Paramedics to your location upon their arrival.