



Life Safety Manual ▶ Brookfield Place Calgary

For:

Retail Tenants

November 2017

Brookfield



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IMPORTANT TELEPHONE NUMBERS

Fire, Medical or other Life Threatening Emergencies

911

Security

(403) 265-4469

Service Centre Number – (Water – Electrical Failure – Building Hazard Incidents)

310-SERV (7378)

INTRODUCTION

Brookfield Properties places a priority on the safety of their tenants, visitors, contractors, etc. Brookfield provides this manual to retail tenants to use in the creation of their own plans. These are the minimum requirements for a safe evacuation from the building. Tenants are required to plan for evacuations of their own space. Should you have any questions or concerns with respect to this manual, please contact the Senior Manager, Security & Life Safety at **403-770-7091**.

As a required safety precaution, each retail space shall have and maintain an evacuation plan. At least once per year training must be completed with your employees on that evacuation plan. Training can be provided by the Senior Manager, Security & Life Safety throughout the year as requested. Brookfield Management will conduct a drill at minimum once per year.

Do not let an emergency be the first time that you learn about the building safety features and the evacuation procedures.

Studies have shown that total evacuation is not practical or generally necessary in high rise buildings. Buildings of 120 feet (39.3 meters) in height use a system of staged evacuation. This means that only the occupants of the floor involved in an emergency situation, the floor above and the floor below are evacuated immediately. If a full building evacuation becomes necessary, then the remainder of the building would be evacuated as quickly as conditions warrant or as the Calgary Fire Department deem necessary. This will be accomplished by the use of the voice communication system wherein instructions will be given as necessary. It must be stressed that upon arrival the Calgary Fire Department is in command of the situation until they are off site.

Total building evacuations are necessary only in the case of serious building emergencies.

As retail tenants, become familiar with the following:

- location of the nearest fire alarm pull stations;
- alarm signal tones;
- evacuation procedures;
- emergency exits;
- and fire extinguisher locations



ROLES & RESPONSIBILITIES

- Maintain an evacuation plan and practice it regularly.
- Meet with your employees a minimum of once every three months to review your evacuation plan.
- Keep areas surrounding fire alarm pull stations, fire extinguishers and stairwell doors free of obstructions. Ensure evacuation routes are not blocked.
- Base building fire extinguishers are located in recessed cabinets throughout the retail area. If you are unsure whether you should attempt to use a fire extinguisher, don't; only use one as a last resort. Activate the nearest pull station and then proceed with emergency evacuation procedures.
- It is recommended that a walkthrough of the evacuation process be conducted with your staff. This can include leaving your space and going down the stairwells to the building exit points. This will help employees understand their role in an evacuation and assist in getting people out safely.



EMERGENCY EVACUATION PROCEDURES

SLOW OR ALERT STAGE – 20 beats per minute

1. Prepare for evacuation, remain calm.
2. Advise customers of the possibility of an evacuation, should an evacuation alarm be activated.
3. Listen to announcements and evacuate if advised to do so.

FAST OR EVACUATION STAGE – 120 beats per minute

1. Collect your coat and keys, as you may not be able to return to your space.
2. Shut off all cooking equipment.
3. Secure and lock up valuables and whatever else may be required to evacuate.
4. Ensure that all customers evacuate from the space.
5. Lock your business's doors.
6. Evacuate via the nearest exit or exit stairwell and proceed to your designated off-site evacuation areas.

DESIGNATED OFF-SITE EVACUATION AREA:

Primary:

*Bow Valley Square - 205 - 5th Avenue SW
North Side of Brookfield Place Calgary
Designated Location(s): Main floor or Plus 15 Levels*

Alternate:

*Suncor Energy – 111 – 5th Avenue SW
North East Side of Brookfield Place Calgary
Designated Location(s): Main floor or Plus 15 Levels*

7. If you encounter smoke in the stairway use an alternate stairway or building exit.
8. Do not return to your space until the all clear announcement is heard. Even if the alarm tones are silenced. This does not always mean that the alarm has ended.
9. Upon leaving the building, do not stop in the plaza area as the Calgary Fire Department and other emergency vehicles may need access.
10. After the fire alarm has been investigated and cleared. Brookfield personnel will be dispatched to designated off-site evacuation areas and will advise the building occupants that the alarm has been investigated and the occupants may return to their work areas.