



## **Life Safety Manual** ▶ 2 Queen Street East

**For:**

**Fire Wardens,  
Assistant Fire Wardens  
& Occupants of**

**2 Queen Street East**

January 24<sup>th</sup>, 2014

**Brookfield**

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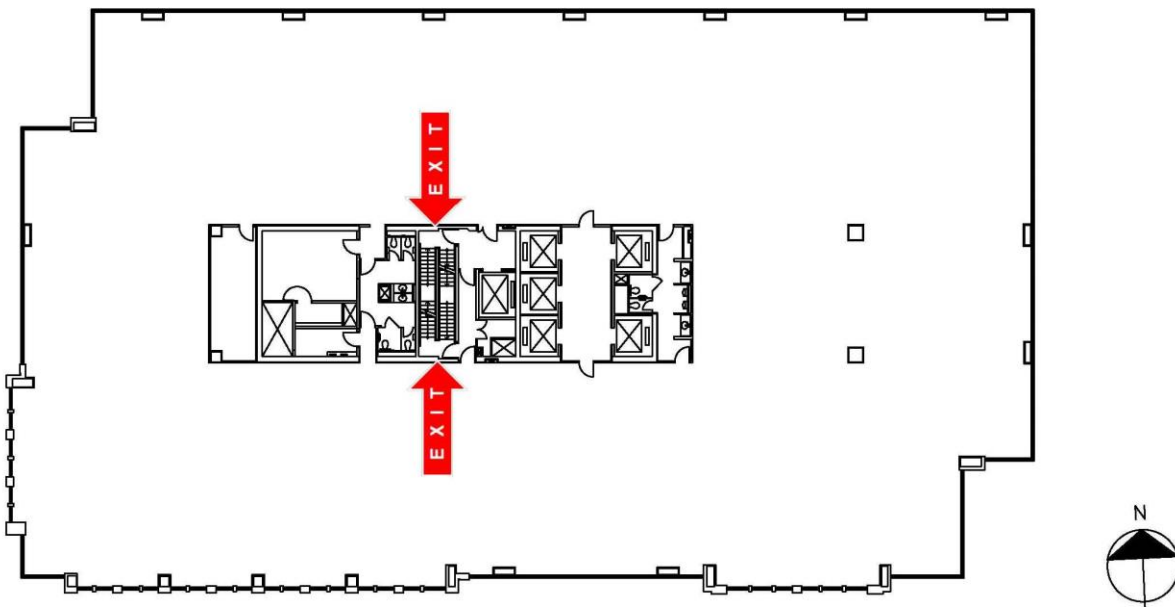
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## IMPORTANT TELEPHONE NUMBERS

Fire / Emergency	<b>9-1-1 (Emergency)</b>
Security Desk	<b>(416) 342-1869</b>
Tenant Service Requests Water - Electrical - Building Hazards	<b>310-7378 (SERV)</b>
Property Management Office	<b>(416) 342-1871</b>

## TYPICAL OFFICE FLOOR PLAN

The two main exit stairwells for the tower are located on the north and south side of the core. The life safety equipment including a fire alarm pull station and a firefighter's telephone are located beside the exit stairwells. Fire hose cabinets which include a fire extinguisher are also typically located in close proximity to the exit stairwells.



## LIFE SAFETY TEAM

The primary duties of the Life Safety Team are to ensure an orderly and efficient evacuation and, if necessary, provide assistance to any persons requiring assistance (see “Persons Requiring Assistance” section).

The size of the Life Safety Team will vary according to the number of employees of each employer in an office, area or floor.

A tenant occupying a full floor(s) will ideally have a Life Safety Team for each floor, comprised of:

- Fire Warden (Team Leader),
- Assistant Fire Warden,
- Search Wardens (two) - one female and one male (if possible),
- Exit Wardens (two) - one for each exit stairwell,
- ‘Buddies’ for persons requiring assistance,
- Backup Personnel (if necessary).

The minimum size of a Life Safety Team will be comprised of:

- Fire Warden (Team Leader),
- Assistant Fire Warden.

This will apply to each tenant on a multi-floor tenancy. In addition to the responsibilities assigned for these positions, the Team Leader and Assistant Fire Warden of a team of minimum size will, between them, fulfill the responsibilities assigned to Search Wardens and Exit Wardens.

Fire wardens should be drawn from senior personnel in each organization. Where senior staff is not available, it should be demonstrated to other staff that the appointed fire wardens are in charge during an emergency. This shall be done with all due regard for personal safety, and only if it is safe to do so.

Fire Wardens will receive the following training:

- familiarization with the layout of the building and adjoining areas,
- evacuation routes,
- procedures to be taken during emergency conditions,
- procedures for evacuation of persons requiring assistance,
- overview of portable fire extinguishers.

## ONGOING DUTIES – FIRE WARDENS

The majority of ongoing duties will be the responsibility of the Fire Warden (Team Leader). This person will be ultimately responsible for organizing the team and ensuring everyone is adequately trained. They will also be primarily responsible for updating a list of fire wardens and persons requiring assistance (via the [“Life Safety Form”](#)).

Fire Wardens will:

- Determine a designated meeting point where all employees and visitors on your floor will go in the event of an evacuation. Ensure the meeting point is at least 150 meters away from the building and clear of any fire routes or apparatus. Inform all employees of the location.
- Be familiar with your floor area including all available exits, the location of life safety equipment (pull stations, fire hose cabinets, etc.) and the designated meeting point.
- Know the responsibilities of your team members (i.e. Fire Warden (Team Leader), Assistant Fire Warden, Search Wardens and Exit Wardens) and ensure that each position is filled.
- Ensure that all 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. See “Life Safety Form” above.
- Attend all Fire Warden training sessions provided by the building.
- Maintain a list of Fire Wardens and provide a copy to the Security & Life Safety Department. See “Life Safety Form” above.
- Inform new employees of the ‘Emergency Procedures’ and ensure that any required training takes place. It is recommended that all new employees watch the Life Safety Video on the property website.
- Assist in fire prevention by noting and reporting to (310-SERV) where fire hazards or unsafe conditions exist. 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 or defects are to be reported immediately to (310-SERV).
- Ensure that “In Case of Fire” or “Emergency Procedures” are displayed on your floor.
- 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 a backup Fire Warden is advised of your absence (e.g. meeting, illness, vacation).

## UPON HEARING THE 1<sup>st</sup> STAGE (ALERT) FIRE ALARM SIGNAL

### ALL FIRE WARDENS

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

- Immediately put on your Fire Warden identification.
- The Search Wardens will 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 Exit Wardens will check their designated EXIT stairwells.
- **IF SMOKE OR FIRE IS FOUND**, activate a pull station. Also notify emergency personnel of the fire condition from a safe location and 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. Inform the Fire Warden of the condition and 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. Report your findings and return to your duties.
- The Fire Warden (Team Leader) and/or Assistant Fire Warden will oversee the situation on the floor. Ensure that all team positions are filled. Co-opt additional persons to assist in evacuation.
- Prepare to evacuate persons requiring physical assistance (e.g. wheelchair, blind, recent surgery).
- Continue to monitor the messages given over the voice communication system or emergency notification system until the “ALL CLEAR” is announced.
- If at any time, 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.
- 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 Desk and report the condition/situation.

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

### **FIRE WARDEN (TEAM LEADER) / ASSISTANT FIRE WARDEN**

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

- Immediately put on your Fire Warden identification (if not already done).
- Commence evacuation of the floor/area, ensuring that Fire Wardens are fulfilling their duties and assisting in the evacuation by directing occupants to the nearest exit stairwell. Persons evacuating should proceed to street level or if necessary relocate to a safe floor/area.
- Evacuation of persons requiring 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 assistance to evacuate. In order to avoid congestion in the stair, evacuate these people last. If necessary, evacuate those in need of assistance to a safe and unaffected floor/area and report directly to Building Security and/or the Fire Department via the firefighter phone or other means.

#### **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 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 the other Fire Wardens in carrying out their responsibilities. Close all doors behind you and check enclosed areas to ensure total evacuation.
- Upon arrival at street level or place of safety, meet with the other Fire Wardens and gather any important information regarding the emergency. This information may include location(s) of persons who may be trapped or are injured, persons requiring assistance, and the location of any smoke or fire.
- Deliver, or delegate a team member to deliver any important 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 and remain at the designated assembly area until the ‘all clear’ is given or until otherwise instructed. BP-EAS or (Send Word Now) may be used to notify tenants that they may return to the building.
- Follow instructions from the Fire Department and/or emergency response personnel and assist as requested.
- In the absence of the Fire Warden (Team Leader), the Assistant Fire Warden will fulfill these duties and take charge of the evacuation.



## **UPON HEARING THE 2nd STAGE (EVACUATION) FIRE ALARM SIGNAL**

### **SEARCH WARDENS**

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

- Immediately put on your Fire Warden identification (if not already done).
- Evacuate all personnel in your floor/area. Direct occupants to the nearest exit stairwell or if impassable to an alternate route. Instruct 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. Close but do not lock all doors behind you.
- Instruct all occupants on your floor to evacuate the building. If person(s) choose not to evacuate, do not attempt to force them but take note of the number of persons and their location(s) and be prepared to report this information to the Fire Warden (Team Leader).
- Assist in the evacuation of any persons requiring assistance (e.g. wheelchair, blind, recent surgery). The Fire Warden (Team Leader) or Assistant Fire Warden will assign these duties.
- Assist other Fire Wardens as required.
- Upon arrival at street level or place of safety, meet with the other Fire Wardens and gather any important information regarding the emergency. This information may include location(s) of persons who may be trapped or are injured, persons requiring assistance, and the location of any smoke or fire.
- Ensure that Building Security or Property Management receive any important 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. BP-EAS or (Send Word Now) may be used to notify tenants that they may return to the building.
- Follow instructions from the Fire Department and Fire Warden (Team Leader) and assist as required.

## UPON HEARING THE 2nd STAGE (EVACUATION) FIRE ALARM SIGNAL

### EXIT WARDENS

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

- Immediately put on your Fire Warden identification (if not already done).
- 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 above instructions.
- **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 Wardens are assigned to one exit stairwell, one Stairwell Warden 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 (Team Leader) and/or Search Warden(s) enter the stairwell.
- Direct occupants to proceed to the designated meeting point, ensuring 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, from your floor to the designated meeting point.
- Upon arrival at street level or place of safety, meet with the other Fire Wardens and gather any important information regarding the emergency. This information may include location(s) of persons who may be trapped or are injured, persons requiring assistance, and the location of any smoke or fire.
- Ensure that Building Security or Property Management receive any important information pertinent to the emergency evacuation.
- Assist with crowd control and remain at your designated assembly area until the “all clear” is given or until otherwise instructed. BP-EAS or (Send Word Now) may be used to notify tenants that they may return to the building.
- Follow instructions from the Fire Department and Fire Warden (Team Leader) and assist as required.

## 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 (temporal pattern)

- Leave the building via the nearest EXIT stairwell and/or exterior EXIT.
- Close but not lock all doors behind you.
- Remain calm.
- **DO NOT ATTEMPT TO USE THE ELEVATOR**

\* \* \* \* \*

### UPON HEARING THE 1ST STAGE (ALERT) ALARM (20 strokes per minute)

- Standby 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 by emergency personnel 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 are located every five (5) floors or less and are distinguishable by large signs located inside the stairwells.

## 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 doing your best to assist any persons in immediate danger. Make sure that doors to the affected area are closed but not locked.
- Activate the building fire alarm system by operating the nearest fire alarm pull station as you leave the fire area.
- 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 9-1-1 to alert them to your location. Otherwise, try an alternate exit.
  - ▶ If the door is not hot and you do not feel 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.
- Call the Fire Department at 9-1-1 when it is safe to do so. Advise them of your building location and floor number. Also contact the Security Desk at (416) 342-1869
- 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 are located every five (5) floors or less and are distinguishable by large signs located inside the stairwells.

## EMERGENCY PROCEDURES – BUILDING OCCUPANTS

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

Upon hearing the 2<sup>nd</sup> stage (evacuation) fire alarm 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 a hot draft, close the door 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.
- Listen to announcements over the voice communication system.
- 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 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.
- Leave the building ensuring to keep clear of all fire department equipment and access routes. Proceed to your designated meeting location.
- 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 are located every five (5) floors or less and are distinguishable by large signs located inside the stairwells.

## **EMERGENCY PROCEDURES – BUILDING OCCUPANTS**

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

Upon hearing the 1<sup>st</sup> stage (alert) fire alarm signal:

- Prepare to evacuate your floor.
- Listen to announcements over the voice communication system.
- Follow instructions given to you by building staff or your Life Safety Team.
- Listen for the 2<sup>nd</sup> stage (evacuation) fire alarm signal.
- If it is after normal business hours you may wish to evacuate the building.

## **PERSONS REQUIRING ASSISTANCE**

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 persons requiring assistance are recognized prior to any emergencies in order to ensure they are able to exit the building in a safe and timely manner and that the appropriate assistance can be provided.

Each individual should be paired up with able bodied 'Buddy' who works in close proximity. Each Buddy should aid their assigned individual who requires assistance to an exit and proceed to the offsite designated meeting point.

Buddies are supplementary members of the Life Safety Team who will provide assistance, if necessary, to persons requiring assistance in the event of an evacuation.

If the person who requires assistance is unable to use exit stairs, that person and assistant should proceed to an area of refuge (outside exit stairwell, service elevator lobby or other safe area) and use the red fire fighters telephone to inform emergency personnel of their location.

Buddies should assist the individual to the area of refuge and then proceed with exiting the building. It may not be necessary and in fact dangerous for that person to wait with the individual until the elevator arrives and/or a rescue is enacted.

Please note that the Fire Department will take over primary duties for rescuing any persons requiring assistance and that this process will likely be on a priority basis.

Volunteers will only aide a person requiring assistance, provided it is safe to do so and taking all due regard for their own personal safety.

[Click here for the LIFE SAFETY FORM](#)

## USE OF FIRE EXTINGUISHERS

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.

Before using a fire extinguisher, be sure to read the instructions before it's too late. Although there are many different types of fire extinguishers, all of them operate in a similar manner.

A typical fire extinguisher contains 10 seconds of extinguishing power. This could be less if it has already been partially discharged. Always read the instructions that come with the fire extinguisher beforehand and become familiarized with its parts. It is highly recommended by fire prevention experts that you get hands-on training before operating a fire extinguisher.

Once the fire is out, don't walk away! Watch the area for a few minutes in case it re-ignites. Recharge the extinguisher immediately after each and every use.

Use this acronym as a quick reference:

### **P A S S**

**Pull the Pin** at the top of the extinguisher. The pin releases a locking mechanism and will allow you to discharge the extinguisher.

**Aim at the base of the fire**, not the flames. This is important - in order to put out the fire, you must extinguish the fuel.

**Squeeze the lever slowly.** This will release the extinguishing agent in the extinguisher. If the handle is released, the discharge will stop.

**Sweep from side to side.** Using a sweeping motion, move the fire extinguisher back and forth until the fire is completely out. Operate the extinguisher from a safe distance, several feet away, and then move towards the fire once it starts to diminish. Be sure to read the instructions on your fire extinguisher - different fire extinguishers recommend operating them from different distances. Remember: Aim at the base of the fire, not at the flames.



## **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 (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**

- It is recommended that all electrical appliances with heating elements (e.g. coffee maker) be unplugged 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 such as transformer failures can cause power loss. The complex 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 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.

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. Depress the emergency call button on the control panel and notify Security of your location.

### **Lights**

All suites and public areas are equipped with emergency 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 Security Desk at (416) 342-1869.
- 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.
- 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 emergency call button on the elevator control panel.
- Notify Building personnel of your situation.
- Security will dispatch elevator personnel to assist.
- 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 the Security Desk at (416) 342-1869 and notify them of your location. Security will provide interim assistance, and will arrange for emergency personnel to arrive at your location as quickly as possible.
- Post one person on your floors freight/service elevator lobby to meet medical personnel and lead them to the person in distress.

Security will bring a trauma bag, oxygen and AED Defibrillator to assist the person in distress.

Following the above procedures will ensure the situation is dealt with as efficiently as possible. Security's assistance could make the difference in an emergency situation.

## EARTHQUAKES

Although rare, earthquakes that disrupt normal building operations do occur. In a high rise building some swaying of the building is to be expected. In the event of an earthquake property management will work with emergency services. Aftershocks may occur.

Do Not Panic! Remain Calm!

When Inside:

- Stay inside the building and do not rush outside,
- Hide under a table, a desk or other solid piece of furniture,
- In a corridor, crouch along an interior wall,
- Cover your head and face,
- Move away from windows, glass partitions, mirrors, lighting equipment or furniture that may fall over,
- Do not use the elevators, if in an elevator during an earthquake, exit immediately and take cover,
- Seek cover and stay where you are until the earthquake ends,

When Outside:

- Do not enter a building,
- A clear area is the safest place to be,
- Stay away from windows, buildings, electrical wires and telephone poles.

## 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:
  - a) Time of the call
  - b) Exact wording of the threat
  - c) Any distinguishing characteristics of the caller such as voice or background noises.
- 2) Call 9-1-1 to notify police.
- 3) Call the Security Desk at (416) 342-1869.

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 Life 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

### 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:

### CALLER'S VOICE:

### BACKGROUND SOUNDS:

<input type="checkbox"/> Calm	<input type="checkbox"/> Crying	<input type="checkbox"/> Deep	<input type="checkbox"/> Street Noises	<input type="checkbox"/> Factory Machinery
<input type="checkbox"/> Angry	<input type="checkbox"/> Normal	<input type="checkbox"/> Ragged	<input type="checkbox"/> Children	<input type="checkbox"/> Animal Noises
<input type="checkbox"/> Excited	<input type="checkbox"/> Distinct	<input type="checkbox"/> Clearing Throat	<input type="checkbox"/> Voices	<input type="checkbox"/> Clear
<input type="checkbox"/> Slow	<input type="checkbox"/> Slurred	<input type="checkbox"/> Deep Breathing	<input type="checkbox"/> PA System	<input type="checkbox"/> Static
<input type="checkbox"/> Rapid	<input type="checkbox"/> Nasal	<input type="checkbox"/> Cracking Voice	<input type="checkbox"/> Music	<input type="checkbox"/> Local
<input type="checkbox"/> Soft	<input type="checkbox"/> Stutter	<input type="checkbox"/> Disguised	<input type="checkbox"/> Household Noises	<input type="checkbox"/> Long Distance
<input type="checkbox"/> Loud	<input type="checkbox"/> Lisp	<input type="checkbox"/> Accent	<input type="checkbox"/> Motors	<input type="checkbox"/> Booth
<input type="checkbox"/> Laughter	<input type="checkbox"/> Raspy	<input type="checkbox"/> Familiar	<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:


### COMMENTS:


**REPORT CALL IMMEDIATELY TO 9-1-1 AND SECURITY DESK AT (416) 342-1869**

Call received by:	Phone #:
Company:	Suite #: