

# Emergency Procedures Manual

## Westview Heights

### Westview Heights

825-8<sup>th</sup> Ave. SW  
Calgary, AB

#### Table of Contents

##### Section 1

General Information .....	3
Introduction .....	5

##### Section 2

Responsibilities of Supervisory Staff.....	7
Responsibilities of All Occupants.....	9

##### Section 3

About the Building.....	10
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**Section 4**

Bomb Threat Procedures.....13

**Section 5**

Emergency Evacuation Procedures.....15

False Alarm .....17

All Occupants Responsibilities .....21

**SECTION # 1.**

This instruction will give you a general outline of the procedures for a fire emergency.

It is the responsibility of all building occupants to become familiar with the emergency fire procedures in order to evacuate the building and ensure the safety of all concerned.

**GENERAL  
INFORMATION:**

**ALARM**

- ❑ All security mag lock doors in the building will release.
- ❑ Stage 1 Alarm – Bells on all floors will ring. Evacuation of the floors is to begin immediately.

## FIRE PROCEDURES MANUAL

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### STAIRWELLS

- ❑ **South stairwell** exits through the corridor to 8<sup>th</sup> Ave.
- ❑ **North stairwell** exits the corridor to 8<sup>th</sup> Ave.

### EMERGENCY POWER

- ❑ If a power failure occurs, the emergency generator will automatically take over to maintain the building.

### ELEVATORS

- ❑ Do not use elevators in a fire emergency.

## FIRE PROCEDURE MANUAL

### INTRODUCTION:

To facilitate appropriate fire control measures at all times, and to ensure proper evacuations are met, this Fire & Safety Plan has been updated in accordance with the Safety Codes Act.

This plan designates supervisory staff that will be trained on safety facilities, instructing occupants of fire safety procedures, controlling fire hazards and holding fire drills.

In addition to the Fire department, Police Department and the Paramedics, there are three (3) other groups within the building who have responsibilities on a ongoing basis in maintaining this plan:

- 1. Building Supervisory Staff** – Building Operator assigned by Property Management
- 2. All Occupants**

In order that everyone has an overview of the entire “Plan” it is recommended that you familiarize yourself with not only those duties assigned specifically to you, but to the complete plan. This will give you a better idea of what is being done and why, which in turn will increase the effectiveness of our fire control measures. To this end, the responsibilities and procedures for all three (3) groups are outlined in detail in separate sections and are enclosed.

## FIRE PROCEDURES MANUAL

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Also, the identities of any handicapped/reduced mobility persons must be determined and kept up to date to ensure they receive the necessary assistance in an emergency.

When handicapped/ reduced mobility persons have been identified, please submit details to our Property Management office. We would appreciate your prompt reply in this matter. Further, any changes to wardens or handicapped/ reduced mobility personnel should be reported to our office immediately.

**SECTION #2**

**RESPONSIBILITIES OF  
SITE SUPERVISORY  
STAFF**

**Assigned by The Property  
Management  
(Includes Building Staff)**

**At All Times They Will:**

- ❑ Know the location of pull stations, fire extinguisher, emergency generator and any other emergency system controls that may be in the building.
- ❑ Ensure that all these systems are in good operating condition at all times.
- ❑ Ensure all fire fighting equipment is maintained and in good working order.
- ❑ Know all procedures of the evacuation plan.
- ❑ Ensure that stairwell doors are kept closed, but not locked.
- ❑ When a fire is discovered, pull alarm station, evacuate area immediately, use a Fire Extinguisher on any small fires and notify the Fire Department at 911 (from a non-involved floor) giving name of the building and address:

Westview Heights  
825, 8<sup>th</sup> Ave. SW

- ❑ When the fire alarm sounds, follow the instruction of the evacuation plan.

## FIRE PROCEDURES MANUAL

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### **At All Times They Will:**

- ❑ Know all the procedures for evacuation.
- ❑ Know locations of extinguishers, exits, fire alarm pull stations, identity and location of handicapped/reduced mobility persons and their aides.
- ❑ Watch for and report any unsafe conditions in the area of their responsibility.
- ❑ Ensure that all occupants in their areas are familiar with the evacuation procedures.
- ❑ Ensure all stairwell doors are kept closed, but not locked.
- ❑ If a fire is discovered, pull alarm station, evacuate area immediately, and notify the Fire Department at 911 (from a non-involved floor) giving name of the building and address. (825, 8<sup>th</sup> Ave. SW)
- ❑ When the fire alarm sounds, follow the instructions of the evacuation plan.



## FIRE PROCEDURES MANUAL

### RESPONSIBILITIES OF ALL OCCUPANTS

- ❑ Be aware of exits, extinguishers, and fire alarm pull station
- ❑ Report fire hazards and malfunctioning fire equipment to your warden or the Property Management office.
- ❑ If you are handicapped or have reduced mobility, advise your warden and be aware of emergency procedures that will be set up for you.
- ❑ When a fire is discovered, pull alarm station, evacuate area immediately, and notify the Fire Department at 911 (from a non-involved floor) giving name of the building and address. (825 8<sup>th</sup> Ave. SW)
- ❑ When the fire alarm sounds, follow instructions of the evacuation plan.

## FIRE PROCEDURES MANUAL

### SECTION #3

#### ABOUT THE BUILDING:

This building is equipped with a state-of-the-art fire alarm

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**FIRE CONTROL SYSTEMS  
AND EQUIPMENT**

system, is fully sprinklered, and has smoke and heat detectors.

**ALARMS**

- ❑ The alarm system in this building is a single stage system.
- ❑ **Stage 1 Alarm – Evacuation tone will sound**, and fire bells will activate on alarm. Evacuation of the floors is to begin immediately. Elevators will home to ground floor and elevator doors will open. All security mag locked doors in the building release, excluding door strikes, which remain locked for security purposes.

**EMERGENCY POWER  
SUPPLY**

- ❑ In the event of a power failure, there is an emergency generator, which automatically takes over the power. During a power failure whether an emergency or not, all elevators will return to a safe level until normal power is restored.

## **FIRE PROCEDURES MANUAL**

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### **FIRE ALARM PULL STATIONS**

- ❑ Main Floor (Refer to main floor map)
- ❑ Parkade level: There are fire alarm pull boxes in each of the parkade levels, located at the stairwells.

### **FIRE EXTINGUISHERS**

- ❑ Fire extinguishers have been made available for immediate control of small fires. The instructions are clearly printed on the extinguishers for proper usage.

### **LOCATION OF FIRE EXTINGUISHERS**

- ❑ Fire extinguishers are located at each on each floor on the east and west hallways inside the fire hose cabinet. There are also fire extinguishers located on each level of the parkade.

### **MAINTENANCE OF FIRE EXTINGUISHERS**

- ❑ All fire extinguishers are under a maintenance contract, service yearly by a reputable firm.

## **FIRE PROCEDURES MANUAL**

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### **SPRINKLER SYSTEM**

- ❑ There is a sprinkler system on the main floor and the lower parkade the building, which is equipped with a flow switch system that activates the fire alarm if a sprinkler system is triggered.

### **ELEVATORS**

- ❑ When an alarm sounds all elevators will return to a floor other than where the alarm is automatically, and all elevator doors will open.

### **THERMAL SENSORS**

- ❑ Smoke sensors are located throughout the building in air distribution ducts. Heat sensors are located in the mechanical and electrical rooms throughout the building.

### SECTION #4

#### **BOMB THREAT PROCEDURES:**

#### **HANDLING A BOMB THREAT**

There is an emergency plan in place for each building in the event a bomb threat occurs. These are coordinated plans involving the building management, tenant companies, and police and fire departments.

In the event of a bomb threat, all personnel should adhere to the following:

- ❑ Although most bomb threats are hoaxes, please remember that the threat could be real.
- ❑ Most threats will be received at the main reception areas. However, should you receive the call, try to alert the fire warden through a co-worker.
- ❑ Listen carefully. Keep the caller talking and write down as much as possible about the threat on the attached form.
- ❑ **DO NOT HANG UP** your telephone event after the caller hangs up.
- ❑ Do not sound the fire alarm.

## FIRE PROCEDURES MANUAL

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- ❑ Evacuation will be coordinated through police and building staff. Prior to evacuation, stairwells, lobbies and areas adjacent to exit routes will be searched by building staff to ensure no bombs or strange packages are present.
- ❑ Occupants of each floor will have to assist in the search of their areas. Police and building staff cannot identify packages or items that might be out of place, or strange in a given area.
- ❑ If any strange items are found, do not touch or move them. Vacate the area and report to the fire warden.
- ❑ After the search has been completed and you are ordered to evacuate, take purses, lunches and brief cases with you. Turn off the electric machines and leave doors, drawers and cupboards unlocked in the event a further search is required.
- ❑ Evacuation instructions will come via word of mouth. Leave the building and move to the prearranged emergency gathering location so as not to impede police, fire and paramedic operations.

**SECTION #5**

**EMERGENCY  
EVACUATION  
PROCEDURES:**

**SITE SUPERVISORY STAFF  
RESPONSIBILITIES**

- Regular Hours – Building Operators and Property Manager

Even though Protelic monitors our building on a twenty-four (24) hour basis, if an alarm sounds call 911 immediately giving them the name of the building, address, and floor of the alarm if known.

Site Supervisory staff will go immediately to the fire control panel on the main floor and set up a “control room” in order to meet the Fire Department and answer any calls from the Fire Wardens.

**DO NOT RESET PANEL**

## FIRE PROCEDURES MANUAL

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All elevators will return to a floor other than where the alarm is automatically, and elevator doors will open.

All supply & return fans will stop, and all supply air dampers will close on first stage.

Site Supervisory Staff give the Fire Department building master keys, elevator override key and any information they request.

**NOTE: THERE ARE LOCKBOXES LOCATED ON THE EXTERIOR OF THE BUILDING BY THE FRONT MAIN DOORS FOR THE FIRE DEPARTMENT USE.**

Building staff will not investigate the cause of the alarm except under these conditions:

- ❑ It will only be done in pairs
- ❑ They will not use elevators.
- ❑ The main entrance and fire control panel will not be left unattended.



### **IF THE CAUSE OF THE ALARM IS FOUND TO BE FALSE**

- ❑ An “All Clear” is not given until the area has been checked and the panel may be reset.
- ❑ A call can still be placed to the Fire Department stating the alarm is false. One truck will still attend at the building to confirm the findings.

If an investigation shows that there is a fire, site supervisory staff may attempt to extinguish it with available equipment.

At no time will the fire alarm be reset without consent of the fire officer in charge.

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## **FIRE PROCEDURES MANUAL**

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### **HANDLING HANDICAPPED/REDUCED MOBILITY PERSON'S IN THE EVENT OF A FIRE ALARM**

- ❑ Ensure that Property Management is aware of any handicapped/reduced mobility person who works in your area and who will require assistance in the case of an evacuation.
- ❑ Have enough people available to assist any handicapped/reduced mobility persons.
- ❑ If it is required that you evacuate your floor, wait in the elevator lobby near the elevators, rather than descending to a lower level. Keep your aides with the handicapped/reduced mobility person in case relocation does become necessary.

## FIRE PROCEDURES MANUAL

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- ❑ If an unlisted handicapped/reduced mobility person is present in your area of responsibility, enlist as many persons as necessary to assist them and follow your normal evacuation procedure.
- ❑ If your floor is not being evacuated, please notify someone at the fire control the presence of the person requiring assistance.
- ❑ Follow the advice and wishes of the handicapped/reduced mobility person as long as their safety and yours is not jeopardized.
- ❑ While evacuating through the stairwells, try to restrict conversation. No smoking is allowed. If movement in the stairwells is slowed. Re-direct evacuees to an alternate exit or stairwell.

## FIRE PROCEDURES MANUAL

### ALL OCCUPANTS RESPONSIBILITIES

Please stand clear of the lobby and sidewalk in front of the building so firemen can have proper access. Be careful with oncoming traffic, as police may not control it.

- ❑ Evacuation Alarm
- ❑ Move to stairwell exits and follow warden's instructions.
- ❑ **DO NOT USE ELEVATORS.**
- ❑ Close doors behind you, but do not lock them, if possible.
- ❑ Do not hesitate to inform others if you need assistance during and evacuation.

## FIRE PROCEDURES MANUAL

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- ❑ Persons assigned to assist handicapped/reduced mobility persons are to follow pre-arranged instructions. Follow the advice and wishes of the handicapped/reduced mobility person as long as their safety and yours is not jeopardized.
- ❑ Do not stop evacuation if an alarm stops unless directed to do so.
- ❑ If evacuation to street level is necessary, move clear of lobby and sidewalk at the front of the building so that fireman can have the proper access.
- ❑ **DO NOT SMOKE DURING THE EVACUATION.**
- ❑ **USE COMMON SENSE IN HANDLING ANY SITUATION.**