



Calgary Progressive  
Lifestyles Foundation

# Fire Procedures Manual

Airways Business Plaza  
Suites 107, 122, 126, 134, and 140  
1935 - 32 Avenue NE, Calgary, AB



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# Section 1

This section 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**

Single stage system - 1 alarm - alarm tone (continuous ringing) will sound. All security doors in all areas of the building release.

The alarm tones will repeat until the City of Calgary Fire Department investigates the cause of the alarm. Once this is completed they will then clear the alarm signal and occupants may return their offices.

### **Stairwell**

The south stairwell exits out to the south side of the building to the parking lot. The north stairwell exits to the north side of the building to the parking lot along 32 Avenue.

### **Emergency Power**

If a power failure occurs, the battery packs will automatically take over to maintain enough lighting and the alarm system to ensure evacuation continues.

### **Fire Wardens**

There are four Fire Wardens and on-site Floater staff are also fire wardens and they will be identified by their florescent vests. Two fire wardens cover the Administration offices and two cover the Finance/HR sections (suites 134 & 140), with Floaters being the fire wardens for the Client Meeting room (West Wing), Training room, and business section (Suites 107, 122 & 126). Each Fire Warden will have a detailed Fire Procedure Plan including pre-arranged instructions for evacuating persons needing assistance.

## Introduction

The building management has indicated that their fire safety plan is coordinated with the City of Calgary Fire Department in accordance with the Safety Codes Act.

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

1. Building Management Staff: assigned by Property Management
2. Fire Wardens
3. 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 and, in turn, will increase the effectiveness of our fire control measures. The responsibilities and procedures for all three (3) groups are outlined in detail in separate sections and are enclosed within this manual.

Regulations call for a minimum of one (1) Fire Warden and (1) Deputy Warden per floor; CPLF has more than four.

The Property Manager, Jones Lang LaSalle (JLL) has been advised of the names of our Fire Wardens. Any changes to Fire Wardens or persons needing assistance should be reported to their office @ 403 456 3144.

## Section 2

### Responsibilities of Staff of the Property Manager

At All Times They Will:

- Know the location of fire alarm, sprinkler, and any other emergency system controls that may be in the building.
- Ensure that all of these systems are in good operating condition at all times.
- Ensure all firefighting 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 the alarm station, evacuate the area immediately, use a fire extinguisher on any small fires, and notify the Fire Department at 911 (from a non-involved floor) giving the name and address of the building.
- When the fire alarm sounds, follow the instructions of the evacuation plan.
- Have fluorescent vests available to wear for practice and emergency situations.

### Responsibilities of Fire Wardens

At All Times They Will

- Know all the procedures for evacuation.
- Know the location of fire extinguishers, exits, fire alarm pull stations, identity and location of persons needing assistance, and their aides.
- Know floor plans of their offices and indicate any persons needing assistance on them to the Property Management office.
- 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.
- If a fire is discovered, pull the alarm station, wear yellow fluorescent vest, evacuate the area immediately, use a fire extinguisher on any small fires, and notify the Fire Department at 911 (from a non-involved floor) giving the name and address of the building.
- When the fire alarm sounds, follow the instructions of the evacuation plan.
- Attend any fire meetings organized by the Property Management office and the City of Calgary Fire Department.

## Responsibilities of All Occupants

- To be aware of exits, extinguishers, and fire alarm pull stations.
- Know who the Fire Wardens are.
- Know who the persons needing assistance are and how to assist them in case of an emergency.
- Report fire hazards and malfunctioning fire equipment to your Fire Warden and/or the Property Management office.
- If you are a person needing assistance, advise your Fire Warden and be aware of emergency procedures that will be set up for you.
- When a fire is discovered, pull the alarm station, evacuate the area immediately, use a fire extinguisher on any small fires, shut your office door behind you when you leave and notify the Fire Department at 911 giving the name and address of the building.
- When the fire alarm sounds, follow instructions of the evacuation plan.

# Section 3

## About the Building

### **Fire Control Systems and Equipment**

This building is equipped with a fire alarm system and has smoke detectors. The emergency lighting power supply is battery powered.

### **Alarms**

The alarm system in this building is a single stage system. This means there is a common alarm throughout the entire building.

Single stage system I alarm - alert tone (continuous ringing) will sound. All security doors in all areas of the building release.

### **Emergency Power Supply**

In the event of a power failure, the emergency generator will automatically take over the power to certain areas of the building. The alarm system and emergency lighting remain functioning.

### **Fire Alarm Pull Stations**

Main floor: there are four (4) pull stations. One (1) beside the main lobby doors, one (1) at the south exit door, one (1) at the west exit door and one (1) across from suite 139 in the south lobby.

Second floor: there are three (3) pull stations. Two (2) at the north stairwell exit door and one (1) at the south stairwell exit door.

### **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**

Main floor: there are two fire extinguishers. One (1) located across from suite 138 and one (1) across from the south washrooms.

Second floor: there are five fire extinguishers. One (1) by the north stairwell, one (1) by the south stairwell, one (1) in the northeast hallway, one (1) in the southeast hallway, one (1) in the northwest hallway, and one (1) in the southwest hallway.

### **Maintenance of Fire Extinguishers**

All fire extinguishers are under a maintenance contract and are serviced regularly by a reputable firm.

### **Thermal Sensors**

Smoke sensors are located throughout the building in air distribution ducts.

# Section 4

## Bomb Threat Procedures

### Handling a Bomb Threat

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 EVEN AFTER THE CALLER HANGS UP.**
- Do not sound the fire alarm.
- Evacuation will be coordinated through the Fire Department, police, or building staff. Prior to evacuation, stairwells, lobbies, and areas adjacent to exit routes will be searched by building staff to ensure that no bombs or strange packages are present.
- Occupants of each floor will have to assist in the search of their areas. The proper authorities cannot identify packages or items that might be out of place or strange in a given area. Please search your work location and report to the Fire Warden.
- 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 briefcases 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 location so as not to impede police, fire, and paramedic operations. The prearranged location is in the parking lot on the south side of the property.



# Section 5

## Emergency Evacuation Procedures

### **Building Management Staff Responsibilities**

- Although the Property Management of the building has security that monitor the building on a twenty- four (24) hour basis, if an alarm sounds during business hours they will call 911 immediately giving them the name of the building, address, and floor of the alarm if known.
- Building Management staff will attempt to go to the fire control panel on the main floor in order to meet the Fire Department and answer any questions from the Fire Wardens.

### **THEY DO NOT RESET PANEL**

- They give the Fire Department the building master keys, elevator override key, and any information they request.
- NOTE: THERE IS A FIRE LOCKBOX LOCATED ON THE EXTERIOR OF THE BUILDING BY THE MAIN FRONT ENTRANCE DOORS.
- Building staff will not investigate the cause of the alarm except under these conditions
- The main entrance and fire control room will not be left unattended.

### **If the Cause of the Alarm is Found to be False**

- A call will still be placed to the Fire Department stating the alarm is false. One truck will still attend the building to confirm the findings.
- If an investigation shows that there is a fire, Building Management 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.

### **Fire Warden Responsibility**

- Evacuation Alarm: When fire alarm tones by ringing throughout entire building, please begin evacuation of the areas of your responsibility
- Wear the yellow fluorescent vest.
- Fire Wardens should make sure they know any door codes for their floor(s).
- Search all washrooms, offices, storage areas, etc. on your floor to make sure all persons have left. The Fire Warden should be the last one to leave area.
- Be sure to close (but do not lock, if possible) all doors, including doors to personal offices, as you leave.
- Co-ordinate assistance for persons needing assistance.

- If full evacuation of the building is necessary, move people away from the building (congregate in the parking lot south of the building) and report to the fire control panel located on the main floor to verify evacuation of your floor/area of responsibility.
- Restrain from smoking or talking during the evacuation.
- Use common sense in handling any situation.
- Ensure that Property Management is aware of any persons needing assistance that work in your area and who will require assistance in the case of an evacuation.

### **Handling Persons Needing Assistance in the Event of a Fire Alarm**

- Have enough people available and willing to assist any persons needing assistance in emergency situations. Keep your support staff with the persons needing assistance in case relocation does become necessary.
- If unlisted persons needing assistance are present in your area of responsibility, enlist as many persons as necessary to assist them and follow your normal evacuation procedure.
- Please notify the Fire Department at the fire panel on the main floor elevator lobby of the presence of the persons needing assistance.
- Follow the advice and wishes of the persons needing assistance as long as their safety and yours is not jeopardized.
- Should a full evacuation be ordered, check in at the fire panel in the lobby with a member of the Building Management Staff so it is recorded that your floor is cleared. Report anyone refusing to follow instructions. A control point will be set up in the fire control panel on the main floor or outside depending on conditions in the building and outside weather.
- Please seek out building staff to relay your information as it is important to the Fire Department to enable them to ensure total evacuation is followed.
- While evacuating through the stairwells try to restrict conversation and advise evacuees that smoking is NOT allowed. If movement in the stairwells is slowed, re-direct evacuees through an alternate exit or stairwell.
- All persons wishing to leave may do so but must notify a Fire Warden who must record persons who leave so they may be accounted for.
- Use common sense in handling any situation.
- 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.

### **All Occupants Responsibilities**

When the evacuation alarms sound:

- Know who your Fire Wardens are.
- Move in a quiet and orderly fashion.

- Close doors behind you but do not lock them if possible.
- Do not hesitate to inform others if you need assistance during an evacuation.
- Persons needing assistance are to ensure Fire Wardens know of their location.
- Persons assigned to assist persons needing assistance are to follow pre-arranged instructions. Follow the advice and wishes of the persons needing assistance as long as their safety and yours is not jeopardized.
- Do not stop evacuation if an alarm stops.
- If evacuation to street level is necessary, congregate in the parking lot on the south side of the building so that fireman can have the proper access.
- **DO NOT SMOKE DURING THE EVACUATION.**
- Use common sense in handling any situation.

# Bomb Threat Checklist

Exact time of call:

Exact words of caller:

## Questions to Ask Caller

1. When is the bomb going to explode?
2. Where is the bomb?
3. What does the bomb look like?
4. What kind of bomb is it?
5. What will cause the bomb to explode?
6. Did you place the bomb?
7. Why?
8. Where are you calling from?
9. What is your address?
10. What is your name?

## Caller's Voice (Circle)

Calm	Disguised	Sincere	Lisp	Rapid
Stutter	Slow	Crying	Squeaky	Excited
Giggling	Accent	Loud	Slurred	Deep
Stressed	Nasal	Angry	Broken	Normal

If it was familiar, whom did it sound like?

Where there any background noises?

Remarks:

Person receiving phone call:

Telephone number call received at:

Date:

Report call immediately to: