

FIRE SAFETY PLAN

TENANT EMERGENCY WARDEN PACKAGE

Western Canadian Place



Date: May 21, 2010



Introduction:

This Tenant Fire Wardens Manual has been prepared exclusively for the Tenants of Western Canadian Place. This package is comprised of extracts from the Base Building Fire Safety Plan and details fire safety and emergency measures specific to the Tenant and their personnel and addresses the responsibilities of the Tenant and their Floor Fire Warden Team, employees and visitors.

The effectiveness of the Fire Safety Plan is dependent on the participation and cooperation of each Company their employees and the designated Floor Fire Warden Team members to promote fire safety and emergency procedure awareness amongst their employees and colleagues.

GWL Realty Advisors Fire Safety Committee for Western Canadian Place consists of the following personnel:

On Site: Monday to Friday

Senior Property Manager	(403)216-3985
Regional Manager, Security & Life Safety	(403)216-4025
Security Supervisor, Western Canadian Place	(403)216-3988

Section 1

Fire Protection Equipment

The following are description of protective equipment, systems and structural features, located throughout Western Canadian Place:

Fire Alarm System

The purpose of the Fire Alarm System is to monitor all areas of the complex and alert all the occupants of the affected area that an emergency condition exists in the complex, so that occupants may put into practise the measures of the Fire Safety Plan.

To fully understand how the Fire System operates in Western Canadian Place here is a break down of how the building is sequenced or zoned. Each zone is separate from all other zones. Zoning for Western Canadian Place is the North Tower, South Tower, Retail, Parkade, Stairwells, and Fitness Centre. These areas are separately zoned from each other. When an alarm is received from any field device, the zone the device is located in will go automatically into an evacuation alarm; the adjoining zone will automatically receive an alert tone. For example if an alarm is received from the 23rd floor of the North Tower the following will happen. The 23rd floor will go immediately into evacuation and the remaining floors in the tower and retail or common area will go into alert. If the alarm is not responded to within five minutes the remaining floors and retail will automatically switch to evacuation tones and all other zones that were silent will switch into alert. The enunciator panel does have an auto evacuation cancel button, which can be used in the event the Fire Department has not arrived to investigate the alarm. As well the Evacuation Panel does have switches to put all floors into evacuation in the event a Fire does exist and is proven prior to the 5-minute time period expiring.

Each floor of Western Canadian Place is equipped with smoke detectors located in the electrical rooms, and the return air system for each floor. These monitoring devices will detect a fire in the building, register its location on an enunciator panel located at the Security Desk on the main floor and activate the fire alarm.

The fire alarm system must be maintained in full operating condition at all times. As directed by fire code the system is tested monthly and verified annually to ensure it works properly.

Exits

An exit is a means of egress that leads from the floor area it serves to a public thoroughfare or to an approved open space. Walls, floors, doors or other means provide a protected path for occupants to proceed with reasonable safety to a place of refuge.

The North and South Towers have two stairwells per floor. The stairwells are “scissor” style meaning they exit north and south alternating. Both stairwell’s have crossover floors and exit the building at street level. Each stairwell’s handrail is colour coded, **burgundy** or **blue**. The **burgundy** stairwell ascends from street level to the roof in each tower.

Section 1

Fire Protection Equipment (Cont...)

Each tower has designated crossover floors these floors can be easily identified by the signage on the wall, as well, the handrail leading to the crossover floor and landing are painted **yellow**.

The North Tower crossover floors are **41, 36, 32, 28, 24, 19, 16, 12, 9, & 4**; the South Tower crossover floors are **31, 26, 21, 16, 12, 8, & 4**, **all these floors are color coded yellow**.

Portable Extinguishers

Portable extinguishers are intended as a first aid measure to cope with **fires of limited size**. The basic types of fires are classed as (A), (B), and (C). The extinguishers located throughout the complex are **ABC Extinguishers meaning they can be used on all types of fires**.

Base Building Fire Extinguishers are located on each floor near the stairwell entrances or in the freight lobby depending on which rise and tower your floor is located within the complex. **Additional fire extinguishers may be located on your floors in kitchen areas as per fire code, tenant extinguishers are the responsibility of each floors Fire Warden Team and should be inspected on a monthly basis and inspected annually by an authorized inspection company**. The Base Building Fire Extinguishers are inspected on a monthly basis and annually inspected by Sprouse Fire & Safety in accordance with fire code.

Automatic Sprinkler Systems

Western Canadian Place is a fully sprinklered building. Sprinkler heads are activated by heat in excess of 165 degrees Fahrenheit. Once activated, pressurized water is released from the sprinkler head to contain and extinguish the fire. Each sprinkler head is activated separately from all other heads on each floor.

This system may be supplied with water from two sources. It may be fed by the dual water supply from the city or from Siamese connections on street level. For added pressure, this system has booster pumps located on the P1 level of the south tower. Fire booster pumps for both towers have electric motors with back up emergency power in case of a normal power failure.

Emergency Power

Should the electrical systems fail to function during an emergency; the essential services of the building are connected to an emergency generator, which can operate at full load for up to (15) fifteen hours. Each fire system transponder or node also has back up batteries. In the event of a power loss or communication loss with the main panel each transponder has an intelligent microprocessor which will continue to function fully until power or communication is restored.

Section 2

Fire Prevention

Good fire prevention is an effective method for implementing fire safety in the building. The following comments are provided for all building staff and tenants.

Keep doors to stairways closed at all times.

Keep stairways, landings, corridors and exit clear of obstructions at all times.

Do not permit combustibles to accumulate.

Avoid careless storage practises. (Minimum 18 inches clearance from the ceiling)

Ensure that articles such as boxes and storage racks do not obstruct doorways or exit corridors.

Ensure that coffee machine heating elements are turned off at the end of the workday.

Check exit lighting and report any burnt out lights to Tenant Services at (403)216.3980.

Be familiar with your responsibilities during a fire condition in the building.

Watch for the following electrical faults:

Extension Cords; Spliced, Under rugs, fastened to the wall, damaged or deteriorated, being used as permanent wiring, over loading receptacles.

Permanent Wiring; junction boxes lacking protective cover plates, improper splices and joints.

Appliances and Electrical Equipment; Lamps too close to combustibles, appliance cord spliced, lighting fixtures with bulbs in excess of the rated wattage, ensure all Christmas Decorations are on timers or designate personnel to unplug them daily. The use of portable electric heaters is **not** permitted in Western Canadian Place.

Notes / Comments / Questions

Section 3

Fire Warden Team Responsibilities

Each tenant in Western Canadian Place will assign a minimum of two Fire Wardens. If a tenant occupies the entire floor, then a minimum of 4 Fire Wardens will be assigned. The duties of Fire Wardens include:

1. Retaining and routinely reviewing the Western Canadian Place Fire Safety Plan booklet.
2. Being familiar with their floor areas, exits, and locations of fire fighting equipment.
3. Being familiar with special needs personnel in their office and ensure the Building Security Desk is provided with an up-to-date list of all special needs persons in their respective office or floor. Special needs persons may not be known until an emergency exists. I.e. panic, new injury, visitor.
4. Assisting in the evacuation of building occupants as described under "Fire Warden Procedures" in this booklet.
5. Participating in fire drills as described in this plan.
6. Assisting in fire prevention by noting and reporting to the Building Emergency Officer (Life Safety Coordinator) where fire hazards exist.
7. Ensure that a back up Fire Warden has been selected and is advised of your absence. I.e. vacation, meetings, etc.
8. Each floors Fire Warden team members should be aware of each others assigned duties in the event one of your team members is absent when an alarm occurs.
9. Ensure that all fire extinguishers, fire hose cabinets, and other fire safety equipment are unobstructed and ready for use, especially check the freight elevator lobby to ensure the floor fire phone is clear at all times.
10. Coordinate with all departments located on the floor to formulate your floor's fire alarm procedures, not only for the security of personnel, but also for any valuable documents or other important records normally handled in the area.
11. Inform new employees of the Emergency Procedures and the duties, if any, that they are required to perform in the event of an emergency. Ensure that your floor's fire team conduct training as required. Tools each fire team can use are: fire evacuation video, Western Canadian Place web site: www.westerncanadianplace.ca, and employee booklets distributed by fire wardens, tenant human resources departments and building office contacts.

Section 4

Fire Warden Emergency Procedures

General Information

- There are two types of building Evacuations and approved procedures to be followed for each:

Staged Evacuation – all Fire Alarms responses start as a Staged Evacuation. The Staged Evacuation is ordered when your floor is the alarm floor. Occupants will be ordered to evacuate down to the next **crossover** floor while the alarm is investigated.

Full Building Evacuation – this type of evacuation is ordered if the Fire Department feel it is not safe for the occupants of the building to remain within the complex. i.e. multiple floors in alarm

- Fire Warden Team members are to put on red fire hats upon hearing the alarm tones. This is for floor personnel, building personnel and Fire Department personnel to easily identify you as a person in charge.
- Fire Warden Team members will develop and implement a “Floor Specific Plan” indicating various search areas for Team Members and the location of all equipment on the floor.
- Any person who refuses to leave during an evacuation is to be reported to Building Security via the fire phone on the crossover floor.
- In the event of an alarm Fire Warden Teams are to meet in the elevator lobby area to determine who is present from your fire team? Determine who will be searching what area if members of your team are not present.
- Listen to the alarm tones and announcements to determine if your floor is the fire floor. The Alert Tone makes a single binge sound followed by a pause then it repeats. The Evacuation Tone is three quicker binges and then a pause. These tones are exactly the same; please familiarize yourself with them using the Fire Wardens training video.
- Follow instructions relayed over the public address system. i.e. standby or start your floor’s evacuation.
- Once Fire Warden Teams have searched your area and evacuated all personnel meet in the elevator lobby area and exit the floor as a group down to the next crossover floor.
- **Crossover** floors for the North Tower are: **41, 36, 32, 28, 24, 19, 16, 12, 9, & 4.**
Crossover floors for the South Tower are: **31, 26, 21, 16, 12, 8, & 4.**
All Crossover floors are color coded in yellow.

**Fire Warden(s) Procedures
Evacuation Floor**

If your floor is the alarm floor follow these procedures:

- Meet your team in the main elevator lobby.
- Listen to instructions over the public address system. You will receive an announcement instructing your floor to evacuate the floor down to the next crossover floor. Emergency Services are responding.

While Fire Warden Team members are in the lobby awaiting instruction all personnel on your floors are to be preparing to evacuate the floor.

- Start your evacuation of the floor instructing all personnel to leave the floor immediately. As each area is searched close the door to that area to minimize the spread of the smoke and fire and to let other wardens know that area has been searched. Ensure both washrooms are checked.
- If your floor has Special Needs Personnel on the floor that you are aware of prior to the alarm ensure the special needs person and the two assigned buddies have moved to the designated area to be picked up by the Fire Department. If the floor is unsafe to leave the Special Needs Person and their buddies, instruct them to move down the stairwell to the crossover floor as well. If you find out when an alarm occurs someone cannot move, due to a recent injury or health condition you were unaware of, assign two people from your floor to assist that person.

NOTE: Special Needs Person may be created by the stress of the Alarm. All people react differently to stressful situations, in the event this occurs try to reason with the person and get them to move from the floor, if you cannot get them to evacuate move them to a safe area and leave them. As soon as you reach the crossover floor advise the Security Desk via the Fire Phone.

- Fire Warden Team is always the last group of people to leave the alarm floor as a group to ensure everyone has evacuated the floor.
- Once you have reached the crossover floor one Fire Warden is to use the Fire Phone to advise the Security Desk the floor has been evacuated and if there are any Special Needs Personnel Evacuations required and the number of people.

**Fire Warden Procedures
Alerted Floors**

If your floor is receiving the alert alarm follow these procedures:

- Meet your team in the main elevator lobby.
- Listen to instructions over the public address system. You will receive an announcement instructing your floor to Standby while the Alarm is being investigated. Emergency Services are responding.

While Fire Warden Team members are in the lobby awaiting instruction all personnel on your floors are to be preparing to evacuate the floor in the event an evacuation is ordered.

- Special Needs Personnel should move to the designated areas as a precautionary measure only. The designated area is the freight elevator area or lobby.
- In the event the alarm tones and announcements change instructing your floor to evacuate the building using the nearest stairwell do so and follow the above noted instructions.
- One of the Special Needs Personnel assigned buddies are to use the floor Fire Phone to advise the Security Desk of their location and number of people to be picked up.
- **One Fire Warden from each floor is to report in to a member of the fire safety committee (wearing a vest and carrying a clipboard) at either**
- **North tower tenants the south-east corner of 8th Avenue and 6th Street**
- **South tower tenants the north-east corner of 9th Avenue and 6th Street**

Notes / Comments / Questions

Section 5

Special Needs Occupants Evacuation Procedures

Ensure the Security Desk is aware of any person, who is normally working on your floor, who will need assistance in the event your floor is ordered to evacuate. The Fire Warden Team when notified of a Special Needs Person being on your floor will train the Special Needs Person and their buddies in the proper evacuation procedures.

Instruct Special Needs Persons and their buddies to report to the freight elevator area. ***(This is a separate room on most floors, but depending on the rise, i.e. high, mid or low rise your floor is on, the Freight Elevator entrance will be in the main elevator lobby).***

The Fire Warden Team will need to request the Special Needs Person(s) to select two buddies prior to any alarm condition arising, to assist them during an evacuation. Buddies are to be selected by the Special Needs Person(s) on a strictly voluntary basis. The Fire Warden Team shall instruct the buddies of their responsibilities and procedures for Special Needs Person evacuation.

Unless there is immediate and apparent danger in a given area, the Special Needs Person and their buddies will wait in the freight elevator lobby. If the personal safety of the Special Needs person dictates, they may wait on a landing in the stairwell rather than descending. Common sense is to prevail in all cases.

If an unlisted Special Needs Person is present in your area of responsibility, enlist as many persons as necessary to assist with evacuating and proceed as directed above. The buddies must notify the Security Desk via the Fire Phone of the location of the special needs person and their buddies.

Follow the advice and wishes of the Special Needs Person as long as their safety and yours is not jeopardized.

Fire Wardens are to fill out the next page and fax it to (403)216-3995 Attention: Life Safety Coordinator, if your floor has any Special Needs Personnel.



In order to ensure your safety during an emergency situation in Western Canadian Place, we are asking your co-operation in filling out the information requested below pertaining to any person in your office who would / may require special assistance in an evacuation.

Note: This information is confidential and kept on file at the Security Desk to be used by the Fire Department in times of emergency only.

Tenant Name: _____

Suite Number: _____

Telephone Number: _____

Do you have persons that would require assistance to evacuate the building in case of emergency: Yes ____ No ____.

If Yes, Please list the Special Needs Persons below:

Location

- | | | |
|----|-------|-------|
| 1. | _____ | _____ |
| 2. | _____ | _____ |
| 3. | _____ | _____ |
| 4. | _____ | _____ |
| 5. | _____ | _____ |

Prepared by: _____ Title: _____

Date: _____

Fax this form to (403)216-3995 Attention: Life Safety Coordinator.



Fire Alarm Report

Tenant Name: _____ Date: _____

Floor: _____

Time Alarm Sounded _____

Were the alarm signals heard adequately? _____

Did you observe anyone panic? _____

Did occupants respond in accordance with the Fire Safety Plan? _____

If your floor has any Special Needs Personnel did they encounter any problems?

Problems / Concerns Noted:

General Comments:

Section 7

Fire Warden Staff Training

The following training material has been taken directly from the “Occupants Emergency Procedures” booklet provided to all occupants of Western Canadian Place.

Introduction

The fire protection system is the most important system within any building.

Each floor of Western Canadian Place is equipped smoke detectors. These monitoring devices will detect a fire in the building, register its location on an enunciator panel located at the Security Desk on the main floor and activate the fire alarm system.

Western Canadian Place is a fully sprinklered building. The sprinkler heads are heat activated, and once activated, release pressurized water to contain and extinguish a fire. The system has several back-up provisions to ensure reliability:

- It may be run by the city dual water main system. “Dual” means that if one line is out of service, another can be used.
- Siamese connections through which the Fire Department may tie into the system are located on 9th Avenue and 6th Street. For added pressure, this system has booster pumps located on P1 South Tower.
- Fire booster pumps for both towers have electric motors with emergency power back up in case of normal power failure.
- Standpipes for fire department use are located in both stairwells on every floor.

The fire protection equipment in Western Canadian Place includes a smoke exhaust system, which is designed to minimize the hazard and damage caused by smoke. If smoke should accumulate on a floor, the system will isolate the floor in alarm, and vent the smoke through a central shaft leading to the roof. The entire air volume of a floor may be replaced in 25 minutes. The retail levels have fans to exhaust smoke from the roof of the atrium.

Fire extinguishers are located on each floor near the stairwell entrances. Should one stairwell become unusable, **crossover** floors are designated to allow a safe egress route through an alternate stairwell.

Should the electrical system fail to function during an emergency; the essential services of the building are connected to an emergency generator, which can operate at full load for up to 15 hours.

To co-ordinate fire fighting activity, there is a fire control room at the main floor Security Desk and a redundant fire panel located on the 4th floor of the South Tower.

General Information

While Western Canadian Place was designed to be as fire proof as possible, the possibility of a fire occurring exists nonetheless. Therefore, emergency fire procedures for this building have been established and it is the responsibility of all building occupants to become familiar with them.

- Each floor has a minimum of 4 Fire Wardens. They will wear identification hats during an emergency to identify themselves.
- The orders of all wardens must be obeyed during an emergency.
- Visitors caught on a floor in alarm become the responsibility of that floor's warden.
- Elevators will proceed to the ground floor when the fire alarm is activated. Persons in the elevators should evacuate the building when reaching the lobby.

Employee Responsibility

For the safety of yourself and others in the event of a fire, it is important that you are aware of your responsibilities. As an occupant of this building, you should know the following:

- The names of the fire wardens on your floor. This information should be posted. During an emergency, fire wardens are in charge.
- Location of stairwells, evacuation route to stairwells – this plan should be posted.
- THE FIRE ALARM SIGNALS

ALERT TONE: a single “binge” tone followed by an automatic announcement every minute giving you instruction on what do in the event of an alarm.

EVACUATION TONE: three quicker “binge” tones followed by a pause and an automatic announcement every minute instructing you to evacuate.

Crossover Floors:

Crossover floors (floors where both stairwells are accessible to each other through the main elevator lobby) are as follows:

South Tower

4
8
12
16
21
26
31

North Tower

4
9
12
16
19
24
28
32
36
41

These floors are clearly marked within the stairwells by crossover signage on the door; and the handrail and landing are painted yellow.

Procedures for Employee's

If the alarm sounds on your floor:

- A. Collect your small most important items such as keys, purses and wallets.
(DO NOT CLOSE YOUR OFFICE DOOR)
- B. Walk to the nearest stairwell and await further instructions.
- C. Special Needs Person(s) should proceed, upon instructions and with assistance if required, to their designated waiting areas with their buddies. If your safety is at risk, proceed into the stairwell and down to the **crossover** floor. The decision to descend or not will be made by the special needs person and his/her buddies.
- D. DO NOT talk unnecessarily or while evacuating, so that announcements can be heard.
- E. DO NOT attempt to use the elevators, as they will not respond while the building is in alarm.
- F. Remove footwear with heels in excess of 1-½ inches. Always have a pair of flat shoes available in case of evacuation.

Section 7

Fire Warden Staff Training (Cont...)

- G. Fire Department Personnel may need to ascend the tower via the stairwell. While evacuating stay on the right side of the stairwell allowing Fire Department personnel to get past.
- H. Once you have reached the **Crossover** Floor standby and wait for instruction from your Fire Wardens or over the public address system.
- I. If you are instructed to continue to evacuate the building do so and move to the designated meeting area. Tenants in the north tower are to assemble in the parking lot directly north of the building. Tenants in the south tower are to assemble in the parking lot directly south of the building.

General Procedures

- A. If you discover a fire, Please try to follow these steps, in order of importance:
 - 1. Pull the alarm pull station,
 - 2. Warn nearby personnel to leave the floor via the nearest exit,
 - 3. Notify the floor Fire Warden,
 - 4. Leave the fire area,
 - 5. Close all doors behind you,
 - 6. Use stairs to exit down to a crossover floor or evacuate the building.
- B. If instructed to leave the building or floor by security personnel or Fire Department, remain outside or evacuated from the floor until the Fire Department or Building Security Staff advise you it is safe to return.
- C. Always follow the instructions to the Fire Wardens.
- D. Always listen for announcements over the public address system. (Keep Quiet)

Medical Emergencies

Serious Medical Emergencies

4 Call 911 (Also Notify the Security Desk at (403)216-3999.)

-Advise them of the nature of the injury and the location of the victim. Security Staff will direct the ambulance attendants to the floor.

4 Provide First Aid

Prioritize as Follow:

- Ensure the safety of the victim.
- Check for neck injuries.
- Ensure the airway is clear.
- Ensure the victim is breathing.
- Ensure circulation.
- Control bleeding.
- Treat for shock.

First Aid Tips

4 Start Breathing

- Gently tilt the head back and open the airway.
- Pinch the nose closed and give 2 slow full breaths.
- Watch the chest rise and fall during each breath.
- Continue breathing into the victim once every 5 seconds.

4 Stop Bleeding

- Apply direct pressure for 10 minutes.
- Sit the victim down.
- If bleeding is from the arm or leg, elevate that arm or leg.
- After bleeding is controlled, apply a simple dressing.
- If necessary reapply the pressure.

4 Treat for Shock

- Keep victim warm.
- Keep victim flat, or with legs slightly elevated.

4 Choking

- Ask, "Are You Choking?"
- If so, give 6-10 abdominal or chest thrusts.
- Repeat, if first attempt is unsuccessful.

4 Chest Pains

- Place victim in a semi-sitting position.
- Loosen all clothing.
- Reassure the victim.
- Monitor breathing and other vital signs.

Power Outage

Western Canadian Place is provided with emergency standby power with sufficient capacity to operate all fire protection equipment, emergency lighting, one elevator per bank, and critical mechanical equipment.

Section 7

Fire Warden Staff Training (Cont...)

→ In the event of a power outage:

- Remain calm and stay on your floor.
- Follow directions of your Fire Warden.
- Building staff will be investigating the cause for the power outage and will communicate the details and estimated period of the power outage to each Tenant on a floor-by-floor basis, or over the public address system once this Information is made available.
- An extended duration of power outage may necessitate a building evacuation until the power has been restored.
- If available turn on a battery powered radio to find out if a major power outage has occurred in the downtown area.

Bomb Threats

→ **Treat Seriously**

All bomb threats are considered real and must be treated seriously.

→ **Receipt of Call**

Ask questions such as:

- Where is the bomb?
- When is it going to explode?
- What does it look like?
- Why did you place the bomb?

Take Notes:

-Take detailed notes on everything said. Also include a description of background noise, voice, accents and the gender of the caller.

Notify

-Privately and quietly notify your manager or member of the Emergency Team. Notify the Security Desk at (403)216-3999.

→ **Evacuation**

Emergency personnel will advise if evacuation is required. Follow established evacuation procedures.

→ **Searchers**

You will be requested to search your own work area(s), as you know this space best.

Section 7

Fire Warden Staff Training (Cont...)

→ **What to Search For**

Anything unusual such as:

- Packages, bags, boxes
- Brief cases
- Suitcases
- Purses or wallets
- Pieces of pipe
- Books
- Thermoses

→ **Do Not Touch Suspicious Objects**

Notify the Manager or Emergency Personnel.

→ **Avoid Panic**

→ **If an explosion occurs in your vicinity:**

- Fall to the floor and take immediate shelter under tables, desks or other such objects that will offer protection against flying glass or debris.
- Protect face and head with arms.
- After the effects of the explosion have subsided, activate the nearest fire alarm pull station and follow the procedures for building evacuation.

→ **If an explosion occurs on another floor:**

- Remain at your workstation until the alarm bells sound or until directed to evacuate the building by your floor Emergency Personnel or other emergency officials.

Serious Medical Emergencies

4 Call 911 (Also Notify the Security Desk at (403)216-3999.)

-Advise them of the nature of the injury and the location of the victim. Security Staff will direct the ambulance attendants to the floor.

4 Provide First Aid

Prioritize as Follows:

- Ensure the safety of the victim.
- Check for neck injuries.
- Ensure the airway is clear.
- Ensure the victim is breathing.
- Ensure circulation.
- Control bleeding.
- Treat for shock.

First Aid Tips

4 Start Breathing

- Gently tilt the head back and open the airway.
- Pinch the nose closed and give 2 slow full breaths.
- Watch the chest rise and fall during each breath.
- Continue breathing into the victim once every 5 seconds.

4 Stop Bleeding

- Apply direct pressure for 10 minutes.
- Sit the victim down.
- If bleeding is from the arm or leg, elevate that arm or leg.
- After bleeding is controlled, apply a simple dressing.
- If necessary reapply the pressure.

4 Treat for Shock

- Keep victim warm.
- Keep victim flat, or with legs slightly elevated.

4 Choking

- Ask, "Are You Choking?"
- If so, give 6-10 abdominal or chest thrusts.
- Repeat, if first attempt is unsuccessful.

Section 8

Medical Emergencies (Cont...)

4 Chest Pains

- Place victim in a semi-sitting position.
- Loosen all clothing.
- Reassure the victim.
- Monitor breathing and other vital signs.

Section 9

Receiving Bomb Threats

What if you receive the call?

- Listen to what the caller says
- Be calm and courteous
- Don not interrupt the caller
- Use the “**Bomb Threat Check List**”
- Write it down
- Notify security: (403)216-3999 immediately.
- Security will notify the police

Question to ask the caller

- What time will the bomb go off?
- Where is it?
- What does it look like?
- Why did you place it?
- Where are you calling?
- What is your name?

WHO TO CALL?

- Security: (403)216-3999
- Your manager or supervisor
- Others as may be required by your company

WHAT NEXT?

- Security will assess the threat and respond
- They may conduct a search, cooperate with them

WHAT IF YOU FIND A SUSPICIOUS ITEM?

- Do not touch it
- Move away from the area
- Prevent others from entering the area
- Advise security immediately
- Wait for police / security to arrive
- Follow their instructions

Section 10

Conducting Bomb Searches

As tenants and their employees are familiar with their spaces the responsibility for conducting bomb searches in tenant spaces is the responsibility of tenants emergency team, employees and building personnel. The Police will only assist in a backup position.

CONDUCTING BOMB SEARCHES

WHO SEARCHES?

- Not the police
 - o No knowledge of the area
 - o Cannot recognize what is suspicious
- Occupants must search
 - o They know the area
 - o They know what belongs
 - o They can determine what is suspicious

WHAT IF YOU DON'T SEARCH?

- How long do you wait?
- When will it be safe?
- The police cannot search
- Reinforces the thrill
- Copycat activity ensured

WHY SEARCH?

- Be sure with safety – don't take it for granted
- Protect yourself
- Protect your colleagues
- Protect your guests
- Protect your workplace

WHAT TAKES PLACE?

- A threat is received
- Complete "Bomb Threat Checklist"
- Call security at (403)216-3999
- Security notifies police
- Security activates emergency response team

Section 10

Conducting Bomb Searches (Cont...)

HOW DO POLICE RESPOND?

- Attend on site
- Assist with assessment
- Assist with response procedures
- Additional resources may be called
- Street may be cordoned off
- Disarm suspicious packages

AND THE EMERGENCY RESPONSE TEAM?

- Manage the response procedure
 - o Talk to the person who received the threat
 - o Assess the threat
 - o Determine an appropriate response
 - o Initiate search procedures
 - § Wardens
 - § Building security and operations staff
 - o Stand down and debriefing

WHAT IS “SUSPICIOUS”?

- Things that don't belong
- Things that you cannot identify

HOW TO SEARCH

- Work in teams of 2 if possible
- Start with publicly accessible areas
 - o Elevator lobbies
 - o Public hallways
 - o Areas & rooms accessible from the public hallways
- Check secured areas
 - o Divide the space amongst available searchers
 - o Enlist the help of office occupants
- Check unoccupied rooms
 - o Enter room
 - o Stop and listen
 - o Turn 360: conduct a 4 level search
 - § Floor to waist
 - § Waist to head
 - § Head to ceiling
 - § Ceiling (Publicly accessible vs. secure)
 - o Mark the room and go on

Section 10

Conducting Bomb Searches (Cont...)

If time is limited, conduct a single 360 turn

- Washroom
 - o Sink areas
 - o Garbage containers
 - o Cubicles and urinals
- Locked rooms

SEARCH COMPLETE – NOTHING FOUND

- Regroup your search team
- Report to security: (403)216.3999
- Follow their instructions

YOU FOUND A SUSPICIOUS ITEM. NOW WHAT?

- DO NOT touch it! Move away
- Keep others away
- One searcher stays in visual contact with the object / room
- Notify security: (403)216-3999
- Wait for security / police to arrive
- Follow their instructions

EVACUATIONS

- Notification
 - o Public address system
 - o Fire alarm
- Partial or total
- Follow instructions
- Building personnel will have searched egress routes.

REMEMBER

- In this area, most bomb threats are just threats
- Raising a spectacle and getting media attention is their objective
- Copycat activity is likely if there has been widespread attention
- Be safe but keep it in perspective.

EMERGENCY PHONE NUMBERS (24-hr)

Fire (emergency)	911
Police (emergency)	911
(non-emergency)	(403)266-1234
Ambulance (emergency)	911
Hearing Impaired (emergency)	(403)233-2210
Poison Centre (emergency)	(403)670-1414
Hospitals:	
Alberta Children's Hospital (emergency)	(403)229-7070
Foothills Hospital (emergency)	(403)670-1315
Peter Lougheed Centre (emergency)	(403)291-8999
Rockyview General Hospital (emergency)	(403)541-3449
Atco Gas (emergency)	(403)245-7222
Enmax (trouble calls only)	(403)268-2822
City of Calgary Sewers and Streets (trouble calls only)	(403)268-1155
City of Calgary Waterworks (0800 – 1630 hrs weekdays)	(403)268-4355
(after hours & weekends)	(403)268-1155
GWL Realty Advisors Inc. (Security)	(403)216-3999

Fire Warden Contacts:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____