



MORRISON HERSHFIELD

Consulting Engineers and Managers



**RW Commercial
Property Management**





Floor Warden Training



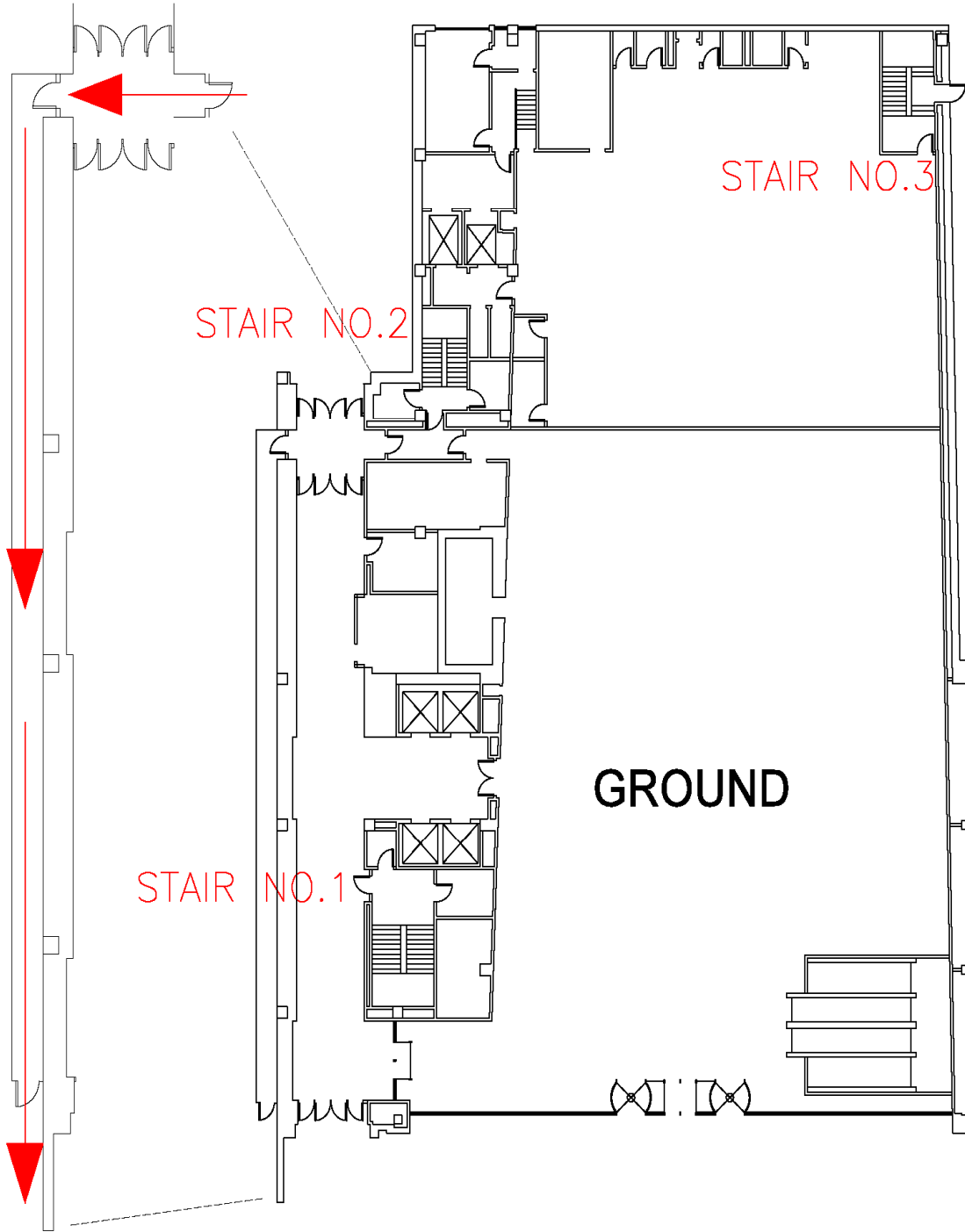
**RW Commercial Property
Management Inc.
20 King Street West
Toronto, Ontario
October 1, 2009**



20 King Street West Building Resources

- ❑ Each typical floor (3RD – PH) is served by two exit stairwells
- ❑ Sub-Basement to 2nd Floor – is served by 3 exit stairwells
- ❑ North stair egress continues on the ground floor through the exit corridor, not the lobby
- ❑ Telephone handsets are provided at exit stairwells

AREA ENLARGED





20 King Street West Building Resources

- Fifth and tenth floors are designated as cross-over floors (do not travel up stairwells unless absolutely necessary to reach a cross over floor)
- A cross over floor is a floor in which the access to the floor is not locked from the stairwell and has access to another stairwell in the building
- Building fully sprinklered
- Building equipped with two-stage fire alarm system with voice communication

Instructions to Occupants on Fire Procedures

Fire Alarm Signal

Intermittent Signal – FIRST STAGE (ALERT)

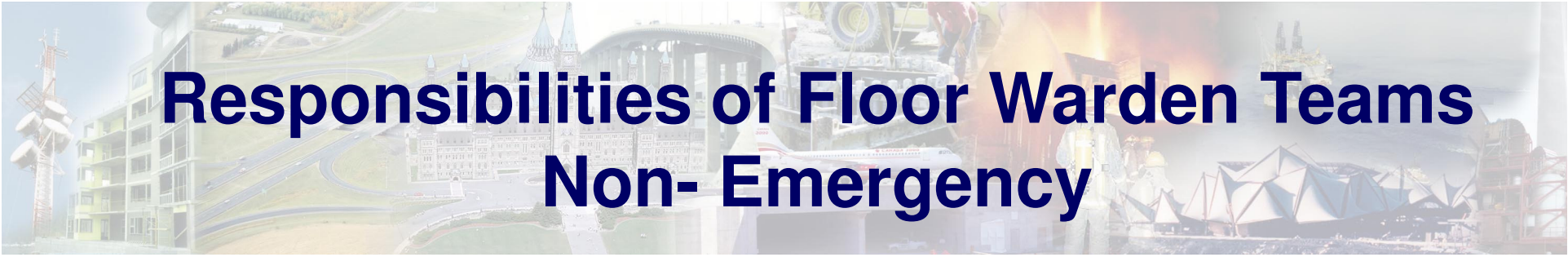


- Standby and prepare to evacuate building
- Listen for instructions – Only floors hearing the second stage (evacuation) tone should leave immediately

“Whooping” Signal – SECOND STAGE (EVACUATION)



- Leave the building by nearest exit
- Close doors behind you
- If smoke is encountered, use alternate exit or return to suite



Responsibilities of Floor Warden Teams Non- Emergency

- ✓ Familiar with floor arrangements and exits
- ✓ Examine exit doors daily to ensure in closed position
- ✓ Keep egress routes clear of obstructions
- ✓ Maintain an up-to-date list of persons requiring assistance
- ✓ Keep occupants advised of name of Floor Wardens
- ✓ Participate in fire drills and attend training sessions



Duties of Floor Warden Teams During Fire Emergency **FIRST STAGE**

If you hear First Stage (Alert) fire alarm signals:

- Put on team identification and instruct occupants to prepare for evacuation
- Check all areas within your floor area for fire or smoke
- Exit Monitors check stairs for smoke

Duties of Floor Warden Teams

During Fire Emergency **FIRST STAGE**

- If fire is located on your floor activate nearest manual pull station, inform Floor Warden and evacuate via the nearest stairwell



- If there is no smoke or fire, remain calm and be prepared to evacuate should the fire alarm signals advance to Second Stage.
- Listen for any further instructions which may be transmitted via voice communication system





Duties of Floor Warden Teams During Fire Emergency **SECOND STAGE**

- ✓ Search ALL AREAS of floor area and instruct occupants to evacuate via nearest stair and proceed to assembly area – DO NOT USE ELEVATORS
- ✓ Door monitors check stairwell doors for heat and stairwell for smoke
- ✓ Volunteers appointed by Floor Warden to assist Persons Requiring Assistance



Duties of Floor Warden Teams During Fire Emergency **SECOND STAGE**

- Leave the floor area via the nearest stairwell closing all doors behind you (do not lock) and proceed to assembly area. Form a single line to exit stairwell. **DO NOT STOP!!!**
- Wardens “check in” at Ground security and report on occupants remaining in building
- Ensure building occupants keep a safe distance from building. Move all occupants to the pre-arranged assembly area



Duties of Floor Warden Teams During Fire Emergency

- After guiding occupants to assembly area, Floor Wardens go to meeting area and await “all clear command” from the Fire Commander to advise occupants when to return
- Do not re-enter building until “all clear” command is issued by the Fire Department



Responsibilities of Building Occupants

- ❖ Obey instructions from Supervisory Staff
- ❖ Be aware of location of manual pull stations and exits
- ❖ Be aware of exterior assembly area
- ❖ Ensure Persons Requiring Assistance are listed with Floor Warden
- ❖ Report any fire hazards or concerns to Building Management

FIRE SAFETY AT 20 KING STREET WEST

It is imperative that all tenants and employees at 20 King Street West be familiar with Fire Emergency and general evacuation procedures for the building. Review this pamphlet often and keep it handy near your work area. Know your Fire Warden Teams and bring any Fire Safety concerns immediately to their attention. When evacuating, remember to assist all visitors to the premises. For more information contact your Fire Warden:

FIRE WARDEN

PHONE NUMBER

OR

RW Commercial Property Management Inc.

Phone: (416) 362.8484

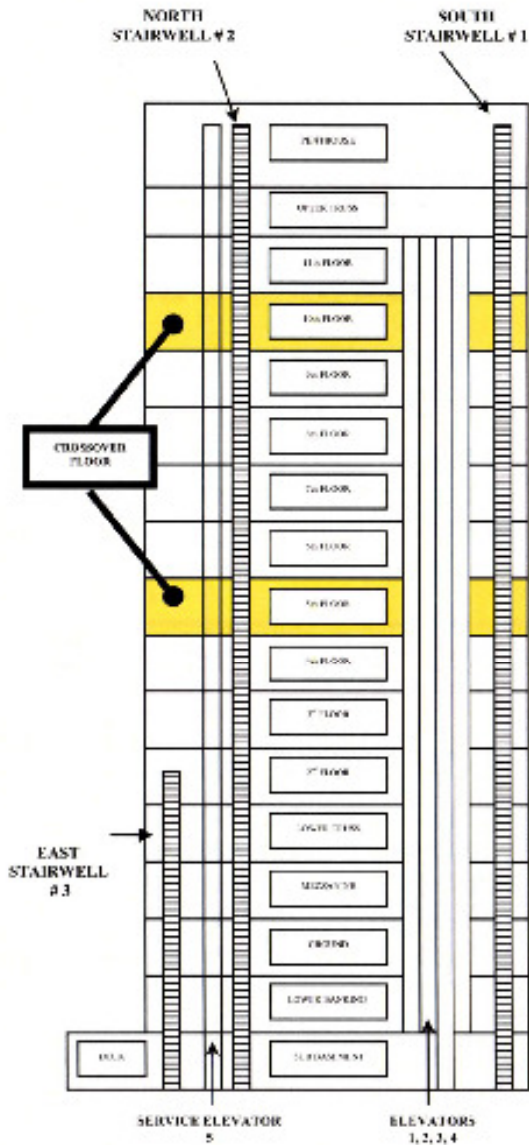
Fax: (416) 416.362.7915

www.rwcpm.com

IN CASE OF FIRE
LEAVE THE AREA
IMMEDIATELY
EXIT BUILDING
DO NOT USE ELEVATORS

ACTIVATE NEAREST FIRE
ALARM PULL STATION
(Located at Stairwells and Exits)

When at a safe distance
CALL 911



FIRE EMERGENCY PROCEDURE

20 KING STREET WEST



1st Stage ALERT

Tone (20 beats per Minute)

- Prepare to Leave the Building
- Obey instructions from your Fire Warden and listen over the paging system for messages from the Fire Department and or building Security
- Prepare to EXIT the building via nearest Stairwell
- Evacuate if the Fire Alarm changes to 2nd Stage signal
- Remain Calm

2nd Stage EVAC

(Continuous Whooping Siren).

- Leave the building via nearest EXIT Stairwell immediately
- Close all doors behind you and do not lock them
- Obey instructions from Floor Warden and Team members
- Proceed to your designated assembly area as specified by your Floor Warden
- Do not cluster near Stairwells or outside the building, hampering Building and Emergency Personnel from responding

- Do NOT enter building until the ALL CLEAR is given by Fire Department or building management.

When the ALL CLEAR is given:

- You may return to your work area and resume your regular duties
- Review your Fire Emergency Procedures
- Bring any issues or concerns arising from the incident to the attention of your Floor Warden

IF YOU ENCOUNTER SMOKE WHILE IN THE STAIRWELL

DON'T STOP MOVING

Attempt to access the alternate Stairwell via the 5th Floor or the 10th floor "Crossover Floors". Take short breaths and crawl if necessary. Cover your mouth and nose with a cloth if possible, preferably wet. Stay low and use wall or handrail to guide you.

PERSON REQUIRING ASSISTANCE: (PRA)

Special considerations and contingencies must be in place for those individuals, due to physical limitations, who require specific assistance in evacuating the building. Persons who may normally fall into this category include:

- Wheelchair Users
- Pregnant Females
- Individuals with Heart Conditions
- Individuals with Hearing or Visual Impairments
- Individuals who are Injured (i.e. broken foot)

The Floor Warden will ensure that two volunteers are assigned to assist each PRA. Individuals requiring assistance should be escorted to one of the Emergency Fire Phones located by each stairwell where they can await assistance from Emergency Personnel. The Floor Warden shall advise Emergency Personnel of the location of any PRA's requiring assistance.



Duties of Building Security During Fire Emergency

- ✓ Ensure Fire Department has been called and assist as requested
- ✓ Supervise evacuation of building occupants
- ✓ Advise Fire Department of location of the alarm and provide information reported by building occupants
- ✓ Restore fire protection systems when the emergency condition is over



Persons Requiring Assistance (PRA)

- Assigned volunteer(s) to meet PRA at their location and re-locate to telephone handset at nearest stairwell
- Where unsafe, move individual to a safe location (For example: inside stairwell)
- Provide assistance only if it is safe to do so
- Report to Floor Warden the location of PRA (Floor Wardens to identify PRA location when checking in at security desk)



If You Cannot Leave Your Work Area Because of Fire or Heavy Smoke

- Close all doors
- Call **911** and tell Fire Department where you are
- Seal all cracks where smoke can get in
- Keep low to the floor if smoke enters the room
- Wait to be rescued
- Do not panic or jump
- Listen for instructions or information given by authorized personnel
- Await the arrival of firefighters to your floor and do as instructed



Building Fire Hazards

- ✓ Smoking in designated areas only
- ✓ Ensure fire doors are kept closed
- ✓ Turn off and unplug appliances when not in use
- ✓ Refrain from using unsafe equipment (damaged extension cords, etc.)
- ✓ Containers for garbage removed daily
- ✓ Don't use exit stairwells or corridors for storage
- ✓ Don't block fire protection equipment, exit doors or corridors (e.g. carts, tables/chairs, supplies, etc)

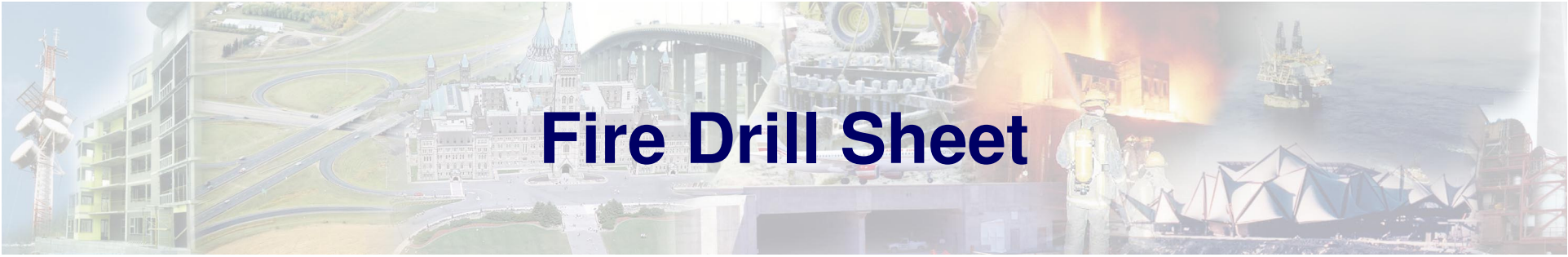
Propped door, blocked door and storage in stair shaft





Fire Extinguishment, Control, and Confinement

- ❑ Occupants should not attempt to fight a fire using fire equipment unless experienced and properly trained
- ❑ Sound fire alarm signal and call Fire Department **(911)** before attempting to fight any fire
- ❑ Advisable not to fight fire alone
- ❑ If small fire cannot be extinguished using portable fire extinguisher, close door and leave fire area



Fire Drill Sheet

- ✓ Debriefing will take place after the Fire Drill
- ✓ Complete Fire Drill form after fire drill
- ✓ Submit to Building Management following debriefing
- ✓ Your comments will assist Building Management where improvements may be necessary



Questions?

