



ARTC

FIRE WARDEN MANUAL

2016 EDITION V1.3

ARTC FIRE WARDEN MANUAL_2016 EDITION

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VERSION CONTROL

VERSION	DATE	AUTHOR	CHANGE DESCRIPTION
1.0	2016-06-14	CRYSTAL RAYMOND	ORIGINAL VERSION
1.1	2016-06-21	CRYSTAL RAYMOND	PG 12. TENANT CAPTAIN CHECKLIST HAND IN OPTIONAL
1.2	2016-06-22	TARA BARNAS	GENERAL EDITS
1.3	2016-06-23	CRYSTAL RAYMOND	GENERAL EDITS

INTRODUCTION

The safety of our tenants, guests and visitors of the ARTC is paramount.

To provide a safe environment for everyone working in, or visiting the ARTC, the Facilities and Tenant Services team have put together a comprehensive Fire Warden Training program to reduce the negative impact of building fire emergencies.

To account for the individual employees of each tenant, the creation of a Fire Supervisory Team for each suite is important. It is recommended that tenant representatives attend the annual Fire Warden Training session, facilitated by the ARTC Facilities and Tenant Services team.

These training sessions are designed to help the tenant representatives assemble a team of volunteers from within their company who are responsible for directing and ensuring a building evacuation. The training is intended to educate tenants about ways to deal with emergency situations, learn how to minimize exposure to smoke and fire, and to improve their knowledge of the building fire alarm system.

Tenant Captains and Fire Wardens should be volunteers who can give direction to their company's staff during an emergency, be assertive and ensure that their company and its executive team support fire and life safety protocols.

It is recommended that the tenants of the ARTC conduct their own internal trainings on fire safety and evacuation plans for the ARTC and include this education in their onboarding process. It is the role of the Tenant Captains and Fire Wardens to improve knowledge and awareness within their company's so that all occupants of the ARTC are familiar with the building alarm systems, building exits, Muster Points and the locations of fire extinguishers and manual pull stations.

This manual is a key component of the ARTC Emergency Response Plan and Fire Warden training program, it serves to provide direction during building fire emergencies. The ARTC Fire Warden Manual is reviewed annually and copies can be requested from the ARTC reception desk.



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GENERAL EQUIPMENT

All building fire and life safety systems of the ARTC meet the Alberta Fire Code.

Below you will find some of the most common features found throughout the ARTC. All systems, equipment and routes are inspected and tested regularly.



An Emergency Intercom is located in each elevator and connects tenants with the ARTC life safety systems monitoring company.



Strobe lights are located throughout each floor of the **SOUTH BUILDING ONLY** and are activated only during times of evacuation.



Fire Extinguishers are located in all common areas, stairwells and tenant spaces.



Heat activated ceiling mounted sprinklers are located throughout the building.



Emergency Pull Stations are located in all common areas and tenant space. When pulled/activated the building's fire alarm will initiate while alerting the Fire Department.



An Automated External Defibrillator (AED) is located on the main floor west entrance at the reception desk.



Evacuation Route and Life Safety Equipment maps are posted throughout the building.

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FIRE EXTINGUISHER USAGE

If you spot a fire, regardless of its size, activate a pull station immediately to engage the fire alarm system.

NEVER USE A FIRE EXTINGUISHER ALONE AND ONLY USE IF YOU ARE TRAINED

If you are trained in the use of fire extinguishers:

1. Pull the handle retaining pin.
2. Aim the nozzle at the base of the fire.
3. Squeeze the valve handle.
4. Sweep the nozzle back and forth.

AED USAGE

1. Pull the AED out its wall mounted containment unit, an alarm may sound, this is normal.
2. Open the AED.
3. Listen to the voice instructions.
4. The AED will only shock the injured party if safe to do so.

FIRE SUPERVISORY TEAMS - GENERAL

The Alberta Fire Code requires a "Fire Supervisory Team" for each tenant of the building. The Fire Supervisor Teams are comprised of volunteers known as Tenant Captains and Fire Wardens who are responsible for ensuring that their company's employees evacuate the building via the nearest exit to an outside assembly area, known as a "Muster Point".

Fire Supervisory Teams must attend Fire Warden Training once per year. The purpose of these sessions are to educate tenants about ARTC emergency procedures and improve their knowledge of the building's life safety systems.

All companies and their employee's, regardless of size, must familiarize themselves with fire and life safety procedures and assist Property Management by monitoring their own tenant space.

Each tenant must inform all employees in their suite of the following:

- Locations of fire pull stations
- Locations of fire extinguishers
- Locations of emergency stairwells
- The use of elevators during an emergency
- Re-entering the building for any reason during an emergency

The role of Tenant Captains and Fire Wardens is to ensure that all occupants are fully-prepared and alert when a real emergency arises in the building. It is a requirement of the ARTC that **each tenant to have at least one representative attend an annual Fire Warden Training meeting.** This ensures they are familiar with the ARTC's fire alarm system, various fire alarm scenarios, evacuation procedures and how to minimize exposure to smoke and fire.

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In addition to training from the Facilities and Operations team, documented instructions on emergency procedures can be provided directly to occupants, as well as posted prominently on each floor of the building.

FIRE SUPERVISORY TEAMS - ROLES AND RESPONSIBILITIES

TENANT CAPTAIN ROLE

1. Supervise and coordinate actions of Fire Wardens during a building emergency.
2. During evacuations, receive confirmation from Fire Wardens that floors are clear and report to the reception desk on main floor.
3. Complete the Tenant Captain Checklist and the Fire Drill Report (see pages 12 and 13) and brief the building operations team on any persons remaining on tenant floors before proceeding to a Muster Point.

FIRE WARDEN ROLE

1. Systematically ensure their tenant space is clear of personnel in the event of a building evacuation.
2. Coordinate personnel building evacuation, following safety precautions.
3. Advise Tenant Captain once all personnel have exited the floor.
4. Proceed to designated Muster Point and account for employees.
5. Await arrival of Building Operations for 'All Clear' announcement.

DURING EMERGENCY SITUATIONS ALL PERSONNEL ARE TO COMPLY WITH THE INSTRUCTIONS GIVEN BY THE FLOOR CAPTAIN AND FIRE WARDENS

ALL ARTC OCCUPANTS

During a building evacuation all occupants are advised to comply with the instructions given by the Tenant Captains and Fire Wardens. To ensure a safe and timely evacuation, the ARTC recommends:

1. Wearing appropriate footwear.
2. Do not carry anything that will impede safe descent of the stairwell.
3. Stop all use of cell/smart phones.
4. No coffee or other liquids inside the stairwell.
5. Stay as quiet as possible to listen to announcements.
6. Descend stairwell in single file, with one hand on rail, on inside of stairwell.
7. Proceed to designated Muster Point.
8. Await arrival of Building Operations for 'All Clear' announcement.

MOBILITY IMPAIRED PERSONS (MIP)

A Mobility Impaired Person (MIP) is any person who is unable to use a stairwell as a means of evacuation in an emergency situation. This can be due to a temporary disability such as a broken leg or pregnancy or a permanent disability such as a heart condition or other existing physical or medical condition.

Tenant Captains and Floor Wardens should know of any MIP persons in their offices and assist them in the development of their evacuation plan. Each MIP must have at minimum one ABLE BODIED Buddy to remain with them and assist them if they do indeed have to (or choose to) evacuate using the stairwell. If an unlisted person requiring assistance is present in your area, assign as many people as required to assist with their evacuation.

EVACUATION PROCEDURES

It is recommended that each tenant keep emergency vests and supplies for their Tenant Captains and Fire Wardens.

A list of common building evacuation supplies may include:

1. Fluorescent vests, Captain and Warden hats or other identifying markers
2. Flashlights
3. Copy of Tenant Captain Checklist
4. Clip board

Tenant Captain and the Fire Warden supplies are not provided by the ARTC.

EVACUATION ALARM TYPES

The ARTC is equipped with a single stage alarm in both buildings. Once an alarm is triggered, evacuation is required.

When the building is in alarm, all control of building operations and controls are taken over by the fire department and all elevators revert to fire service mode and cannot be operated by either tenants or building operations.

SINGLE STAGE EVACUATION: NORTH BUILDING

A traditional mechanical bell will be heard upon activation of a fire alarm device – this is the signal to evacuate the building. All building occupants should evacuate the building and proceed to their designated Muster Point.

SINGLE STAGE EVACUATION: SOUTH BUILDING

A traditional mechanical bell will be heard upon activation of a fire alarm device in addition to strobe lights being triggered – this is the signal to evacuate the building. All building occupants should evacuate the building and proceed to their designated Muster Point.

WHEN AN ALARM SOUNDS

Once a fire alarm has been triggered the Fire Department will automatically be dispatched to the building.

For tenants that have more than one Fire Warden, Fire Wardens should meet in a designated area within their suite where emergency supplies can be stored.

Evacuation procedures for Tenant Captains and Fire Wardens are as follows:

1. Meet in your designated in-suite area.
2. Put on any safety gear provided to you by your company and take any other required equipment.
3. Tenant Captains should begin, and continue to work through, the Tenant Captain checklist (page 11).
4. Ensure everyone has evacuated your suite including conference rooms, kitchens, washrooms and offices.
5. Close all doors behind you—do not lock them—this indicates that the office / room has been checked and reduces possible smoke or fire damage.
6. Go to the main floor reception desk to report to Building Operations.

ONCE YOU HAVE EVACUATED THE BUILDING

Move well clear of the building—loitering directly outside of building exits will interfere with the emergency response crews and prohibit those who want to exit from doing so. Evacuate to the Muster Point and do not loiter outside the exits of the building.

ALARM CONCLUSION

Once the emergency is resolved and it is safe to re-enter the building, Building Operations personnel will travel to the Muster Point and make the appropriate 'all clear' announcements.

TIPS FOR A SUCCESSFUL BUILDING EVACUATION

BE IDENTIFIABLE

- Ensure your co-workers know that you are a Fire Warden or Tenant Captain

BE FAMILIAR

- With alarm and safety systems of the building
- With emergency equipment locations
- With the building evacuation plans, emergency exits and Muster Points

BE PRO-ACTIVE

- Provide training and information to new employees as part of your onboarding process
- Educate co-workers regarding safety and evacuation procedures
- Develop an emergency response plan and evacuation checklist
- Recruit a delegate Tenant Captain or Fire Warden when away from the office for extended periods

MAINTAIN UP-TO-DATE LISTS OF

- Tenant Captains, Fire Wardens and alternates
- Mobility Impaired Persons—long term and temporary and their buddies
- Fire Warden Training attendance

FIRE PREVENTION TIPS

A high standard of housekeeping and building maintenance is one of the most important factors in the prevention of fire.

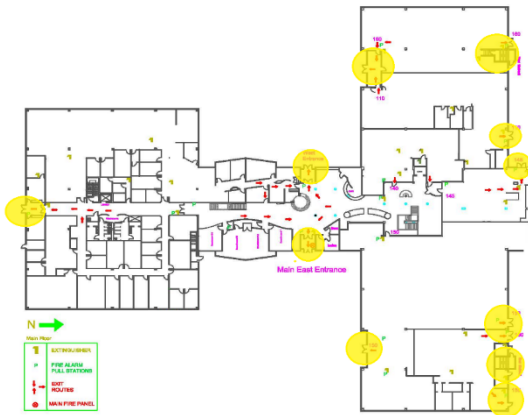
Listed below are some specific behaviors that can prevent fire.

- Always store combustible materials as per regulatory requirements.
- Always store flammable liquids and gases as per regulatory requirements.
- Do not overuse fusing nor use extension cords as permanent wiring.
- Ensure preventative maintenance schedules are adhered to for fume hoods and filters.
- Always follow the regulated disposal requirements of hazardous materials.

EMERGENCY EXITS AND MUSTER POINT

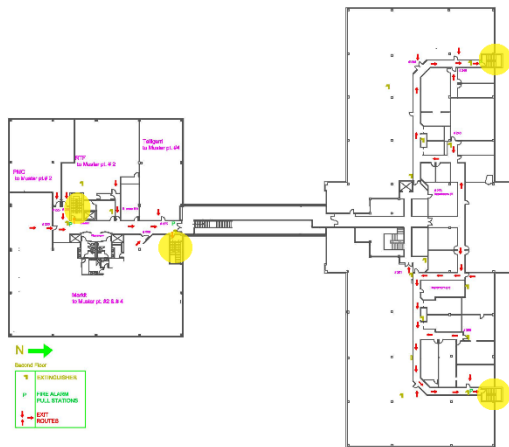
EMERGENCY EXITS

Emergency exit plans can be found throughout all floors of the ARTC. Please ensure you are familiar with the emergency evacuation route closest to your suite.



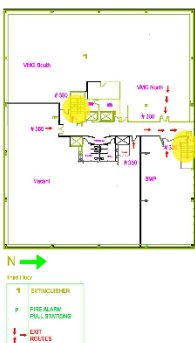
MAIN FLOOR EXIT LOCATIONS

All yellow highlighted points indicate the main floor emergency exits that can be used during a building evacuation.



SECOND FLOOR STAIRWELL LOCATIONS

All yellow highlighted points indicate the second floor emergency exit stairwells that can be used during a building evacuation.



THIRD FLOOR STAIRWELL LOCATIONS

All yellow highlighted points indicate the third floor emergency exit stairwells that can be used during a building evacuation.

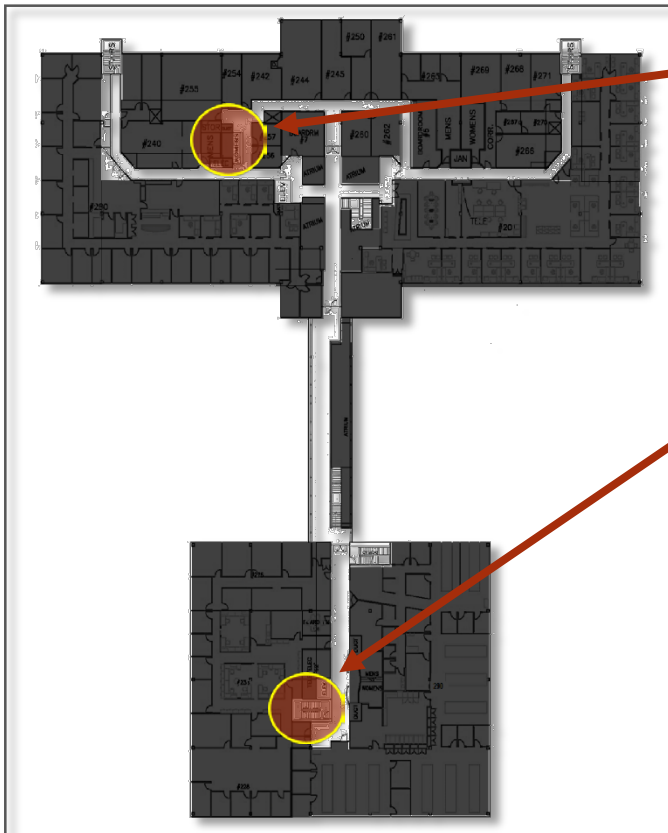


WEST MUSTER POINT

If exiting via any of the west emergency exits, vacate to the West Muster Point.

EAST MUSTER POINT

If exiting via any of the east emergency exits, vacate to the East Muster Point.



NORTH TOWER MIP MUSTER POINT

MIP's and their Buddies in the North Building will be retrieved by life safety personnel from the 2nd Floor North Elevator lobby.

SOUTH TOWER MIP MUSTER POINT

MIP's and their Buddies in the South Building will be retrieved by life safety personnel from the 2nd Floor North Elevator lobby.

TENANT CAPTAIN CHECKLIST

AT THE SOUNDING OF AN EVACUATION ALARM:

- MEET AT A DESIGNATED LOCATION WITHIN YOUR SUITE
- FIRST FIRE WARDEN TO ARRIVE TAKES LEAD (IF NO TENANT CAPTAIN IS AVAILABLE)
- SWEEP FLOOR AS DIRECTED BY TENANT CAPTAIN
- SWEEP ANY IN-SUITE WASHROOMS, FILE ROOMS, COMPUTER ROOMS OR KITCHENS WITHIN YOUR TENANT SPACE (BANG ON DOORS IF REQUIRED)
- CLOSE OFFICE DOORS BEHIND YOU IF THE OCCUPANT HAS VACATED, DO NOT LOCK
- ALL PERSONNEL MUST EVACUATE—REPORT ANYONE REFUSING TO LEAVE TO THE TENANT CAPTAIN WHO WILL REPORT ALL INSTANCES OF EVACUATION NON-COMPLIANCE TO BUILDING OPERATIONS AND THE OVERSEEING SAFETY SUPERVISOR FROM THE FIRE DEPARTMENT
- MIP'S AND BUDDIES TO GO TO THE PASSENGER ELEVATOR IN THE SOUTH TOWER IF APPLICABLE

REMIND WARDENS TO ADVISE EVACUEE'S OF THE FOLLOWING:

- UNSAFE FOOTWEAR SHOULD BE REMOVED (EG. HEELS, FLIP FLOPS, ETC)
- NO CELL PHONE USE, FOOD OR DRINKS OR LARGE PACKAGES
- KEEP TO INSIDE RAIL—HAND ON RAIL—SINGLE FILE

TENANT CAPTAIN TO:

- TENANT CAPTAIN TO REPORT TO THE MAIN FLOOR RECEPTION DESK TO ADVISE ON THE STATUS OF THEIR SUITE AND WHETHER ANY MIP'S AND BUDDIES ARE
- HAND IN TENANT CAPTAIN CHECKLIST (OPTIONAL), SAFE EVACUATION IS PRIORITY
- EVACUATE BUILDING AND COMPLETE DRILL REPORT

FIRE ALARM DRILL REPORT – TO BE SUBMITTED TO JEN NEUFELD UPON COMPLETION

DATE: _____ FLOOR: ____ COMPANY SUITE NUMBER: _____ TIME ALARM SOUNDED: _____

TENANT CAPTAIN / ACTING CAPTAIN NAME: _____

NUMBER OF MIP'S: _____ NUMBER OF BUDDIES: _____ TOTAL STAFF IN SUITE: _____

YOUR LOCATION WHEN ALARM SOUNDED: _____

WAS THE ALARM SOUND HEARD ADEQUATELY: YES _____ NO _____

DID YOU OBSERVE ANY TENANT ANXIETY : YES _____ NO _____

DID TENANTS RESPOND FAVORABLY TO DRILL: YES _____ NO _____

DID TENANTS RESPOND IN ACCORDANCE WITH THE FIRE SAFETY PLAN? YES _____ NO _____

DEFICIENCIES NOTED:

GENERAL COMMENTS:

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