



223 12th Avenue SW CALGARY

Emergency Procedure & Fire Prevention Manual
(Last Reviewed March 2017)

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INTRODUCTION:

Welcome To CommunityWise. This Document is our Fire Safety Plan for the Old YWCA building located at 223 12th Avenue SW Calgary. CommunityWise is located on Treaty 7. It is the traditional territories of the Niitsitapi including Siksika, Piikuni, and Kainai Nations, The Stoney Nakota First Nation and Tsuu T'ina First Nation

Alberta Fire Code, Section 2.8 requires the implementation of a FIRE SAFETY PLAN for the building and its occupancy. The plan is kept and shared at the building. It is the responsibility of the owner to ensure that the information contained within the fire safety plan is accurate and complete.

The fire safety plan is kept readily available at all times for use by staff and fire officials in the event of an emergency. The fire safety plan is located in the CommunityWise admin office as well as at each of the fire extinguishers throughout the building.

FIRE PLAN AND ORGANIZATION ROLES:

The Building Operator Manager (CommunityWise Resource Centre), have the overall responsibility for coordinating the Fire Plan and the coordination of volunteers from member organizations, to minimize the effects of fire, and to protect life and property.

In the event of a fire the appointed delegate from CommunityWise will assume the position of **Chief Fire Warden**.

The Chief Fire Warden can be reached at: 403-261-9660 (Office phone Number)

CommunityWise does not have a voice communication system. All Floor wardens and Chief fire wardens are to be trained in the use of portable fire extinguishers and have up to date emergency first aid.

Chief Fire Warden or appointed delegate:

Is responsible to coordinate and relay information received from Floor Fire Wardens and staff to the Fire Department. The Chief Fire Warden will ensure with the Fire Department that the building is safe for members to return to work prior to the "All Clear" being given.

NOTE: In the event of the fire alarm and detection system, or part thereof, is inoperative for more than 2 hours for any reason (i.e. Inspection or system error). The chief fire warden is to directly call the Calgary Fire department non emergency line at 403-264-1022. The Chief Fire Warden is to post signs throughout the facility indicating that the system is inoperative for a period of time.

Floor Fire Wardens

Will assume control to their floor and direct evacuation of their floor. They are responsible to assign a personnel member to stay with any person in need of assistance in evacuating the premises. Contact the Chief Fire Warden once the floor has been cleared. Floor wardens are responsible to insure all doors are secured prior to leaving the floor.

It is beneficial to know the other Wardens within the Centre. This will help you work as a team when needed to evacuate everyone quickly and safely.

Personnel

All other Members including visitors, clients, participants and volunteers

IN CASE OF FIRE - PERSONELL:

1. If you discover fire, see smoke or smell gas, operate the nearest fire alarm pull station and warn persons nearby.
2. If you have been instructed to leave the building:
 - a. Walk but **DO NOT RUN** to the nearest stairwell
 - b. Hold the handrail while going downstairs
 - c. DO NOT return to your workstations to collect your belongings
 - d. DO NOT go back up the stairwell
 - e. Proceed immediately to the nearest "Muster" location
 - f. Do not go to the roof as rescue will be impossible from that location
 - g. DO NOT smoke
 - h. DO NOT take beverages with you
 - i. Keep conversation to a minimum

If, during evacuation, you find an exit stairwell blocked, due to smoke or obstruction, your floor Fire Warden may direct you to an "Emergency Access" at another area of the floor or on another floor. Remain Calm and support each other in the smooth exit of the building.

3. CommunityWise is equipped with an Emergency Fire Alarm System. The System is inspected for certification annually. When triggered from a pull station or from smoke/heat detectors the system goes into alarm mode indicating that an alarm condition exists, and to exit the building through stairwells and nearest exit.
4. After the alarm has ceased ringing, all further instructions will come from the Fire Marshall. The floor Fire Warden will also be at the "Muster" location to advise tenants when it is safe to return to the CommunityWise building.
5. Any person refusing to vacate during an alarm condition will be reported to the Fire Department's Chief.
6. DO NOT return to the building until the "ALL CLEAR" announcement is given by the Fire Chief or Fire Warden which will be communicated to them by the Fire Department.

IN CASE OF FIRE - WARDENS:

Upon the Discovery of Fire

- Leave fire area immediately and close doors (do not lock) if possible. Alert occupants
- Sound Fire Alarm and follow alarm evacuation procedures
- Call Fire Department at 911 from a safe location
- Leave Building via nearest exit
- Await the arrival of the fire department at the muster point

Upon Hearing Fire Alarm

- Ensure that other occupants of your area have been notified
- Notify the fire department of the emergency. Dial 911.
- If it is safe to do so, supervise the evacuation of all occupants including those that require assistance and support.
- Upon the arrival of the fire department inform the fire officer of the conditions of the building and coordinate the efforts of wardens with those of the fire department.

****SPECIAL TO CHIEF FIRE WARDEN:**

- Provide access and vital information to the fire fighters as to location of persons, master keys, for the building. -At all times during a fire condition or fire drill the fire warden is to be identified by their fire warden vest.
- Call connected building Beltline Fitness Centre at 403-268-2489
- Coordinate the collection on information from the Floor Wardens.

CONFINING CONTROLLING AND EXTINGUISHING A FIRE:

Confining a fire in an enclosed space will keep the fire, smoke and fumes from entering into a means of exit. In many cases this can be accomplished if one remembers to close the door when leaving the fire area. Controlling a fire or preventing its spread, by closing the door, will help permit a reasonable period of time necessary for escape from the building.

In the event of a fire, judgment may be necessary in deciding which action is appropriate in a given situation.

****NOTE:** The production of noxious fumes in many buildings makes any attempt at fire fighting extremely dangerous to untrained personnel, particularly if a large amount of smoke is being generated.

Fire extinguishment, control and confinement are primarily the responsibility of the Fire Department. Your primary responsibility when you detect smoke or fire is to leave the fire area, taking other occupants with you, close doors behind you, pull the manual alarm and exit the building.

DO NOT fight fire unless you are trained, properly equipped and confident of your ability to do so-life safety is priority. Make sure you have an escape route at all times and a backup person.

Operation of Portable Fire Extinguishers
Remember PASS

P- Pull the Safety Pin
A- Aim the nozzle
S- Squeeze the Trigger
S-Sweep from side to side

Never rehang extinguishers after use. Ensure that they are properly recharged by a person qualified to service portable fire extinguishers

THE COMMUNITYWISE MUSTER POINT IS:



MEMORIAL PARK LIBRARY
1221 2 St SW, Calgary, AB

In the event that the primary muster point (Memorial Park Library) is inaccessible the back-up muster point is Hotel Arts.

FIRE DRILLS:

Fire Drills will be held at least every 6 months and scheduled. To ensure efficient execution of the emergency procedures. Fire Drill records will be kept for 4 years with annual reporting of administration. Fire Drills will simulate evacuation procedures as outlined in this fire plan/

A Fire Drill Record is to be drafted by the Chief Fire Warden and submitted for review by the board and facilities committee as part of the facilities report to the board

TEMPLATE:

Date:

Time

Chief Warden on Duty

Individual members present:

Deficiencies Noted:

General comments:

GENERAL: TO PRACTICE FIRE PREVENTION

1. Tenants should always endeavor to practice good housekeeping rules. The best Fire Protection is Fire Prevention.
2. CommunityWise is a non-smoking building in all areas, and personnel should be warned not to smoke in storage areas, washrooms, or office areas. Smoking in confined spaces is an extreme building hazard.
3. Electric appliance cords should be unplugged when not in use.
4. Photocopy machines should be secured and shut off after the working day.
5. Copying fluids should be stored in approved containers and away from combustible and heat sources.
6. All stairwells, passageways and exits must be kept clear of obstructions at all times.
7. Do not use the stairwells for storage of any kind (i.e. bicycles, umbrellas, garbage etc)

OTHER POSSIBLE THREATS

Natural Gas

In the event of a suspected Natural Gas leak:

1. Notify the CHIEF FIRE WARDEN
2. Standby the instructions by way of communication and announcement.

In the event of a confirmed Natural Gas Leak:

1. Call the Fire Department at 911 and use the Pull Station
2. Notify the CHIEF FIRE WARDEN with information
3. Evacuate immediately
4. Follow the same procedures as for Fire.

Bomb Threats

A bomb threat against any organization may be received by phone, mail or message at any time. Phone threats may be received at the admin. Office, public telephones or may be directed at the residence phones of employees. Any employee or tenant receiving a bomb threat should make every effort to follow the procedure outlined below. Most bomb threats are very brief. The caller states his or her message in a few words and hangs up; however, where possible every effort should be made to obtain detailed information about the caller:

- Exact location of the bomb
- Time set for detonation
- Description of explosive or container
- Type of explosive
- Reason for call or threat

Note such details about the call and caller:

- Date and time of call
- Exact language used
- Estimated age of the caller
- Peculiar or detectable accent
- Identifiable background noises such as music, traffic or other conversation.

WHEN THE BOMB THREAT IS RECEIVED IT SHOULD BE REPORTED IMMEDIATELY TO:

Calgary City Police- 911
CommunityWise- 403-261-9660
Chief Fire Warden- 403-261-9660

By Mail

Mail bombs have been employed against individuals and organizations for purpose of revenge, extortion and terrorism.

Could you or your organization be a victim? If yes, consider the following helpful hints when opening mail at home or work. Remember that the physical appearance of a mail bomb is limited only by the imagination of the bomber; however mail bombs have exhibited unique characteristics that should be helpful in identifying a suspect item. To apply these hints, it is important to know the type of mail normally received.

- Mail bombs have been contained in letters, books, backpacks and parcels of varying sizes, shapes and colours.
- Letters feel rigid, appear uneven or lopsided or are bulkier than normal
- Use of excessive amounts of postage
- The sender is unknown
- No return address
- Unusual restrictive endorsements such as "personal" or "private"
- The addressee normally does not receive personal mail at the office
- Name and title of addressee are not accurate
- Address is prepared to ensure anonymity of sender (homemade labels, cut and paste lettering)
- Mailing emits a particular odor
- Mailing appears to be disassembled or re-glued
- Handwriting appears distorted or foreign
- Protruding wires, tinfoil or strings are present
- Pressure or resistance is noted when moving the contents
- Outer container is shaped irregularly or asymmetric or has soft spots or bulges
- Wrapping exhibits previous use such as traces of glue, mailing labels return addresses or tape
- Several combinations of tape are used to secure the package
- Unprofessional wrapped parcel is endorsed, "Fragile - Handle with Care" or "Rush - Do Not Delay"
- Package makes a buzzing or ticking noise

- Contents of parcel make a sloshing sound

If you receive a bomb threat by mail;

1. DO NOT handle the note or package
2. NOTIFY: CALGARY CITY POLICE: 911 AND property management: 403-261-9660. Use a landline if possible.
3. Isolate the note and envelope carefully from others to preserve it for the attention of the police.
4. Evacuate persons from the immediate area.
5. Notify the floor Fire Warden for your floor.

EVACUATION

If the situation warrants evacuation, the procedures are to be followed as described for a fire alarm condition.

SEARCH OF PREMISES - PROCEDURES & CONSIDERATIONS

A great variety of disguises are used to conceal the identity of a bomb. The most common containers are parcels; briefcases, lunch kits, shopping bags and gift-wrapped boxes.

If a bomb threat is received a complete search will be conducted of the area. It will be necessary to utilize persons who are familiar with the space along with the Chief Warden. In these situations, the floor Fire Warden System again comes into plan. You are under no obligation to remain; however, it is extremely beneficial to search with persons who are most familiar with surroundings. All persons not required to assist in the search will be evacuated from the area immediately.

The search will be supervised by the Calgary City Police and assisted by the Chief Fire Warden or in their absence, their delegated assistant. Any parcels or objects that remain should be positively identified, otherwise they will be considered suspect. Persons who will be involved in searches should thoroughly familiarize themselves with their premises, while also encouraging the proper storage of office equipment and the personal belongings of their staff and note them. Floor Fire Wardens are to check the stairwells on their floor.

WHAT TO LOOK FOR?

ANYTHING FOREIGN TO THE AREA. WHICH YOU CAN REASONABLY ASSUME COULD BE A SUSPECTED EXPLOSIVE DEVICE.

What to do should you discover something that might be a bomb?

1. Do not touch or move it.
2. NOTIFY: CALGARY CITY POLICE: 911 AND property management 403.206.4844 and security.
3. Do not assume it to be the only one.
4. Do not put in water or a confined space such as a desk drawer or filing cabinet
5. Isolate the area from all persons.
6. Remain near the area, a safe distance away to direct police explosive disposal experts to the exact location and inform them of the nature of the device.

ACTIONS IN CASE OF AN EXPLOSION

Explosions would include those caused by leaking gas or faulty heating equipment:

1. 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 your arms.
2. Operate the nearest Fire Alarm Pull Station and notify the floor Fire Warden.
3. After the effects of the explosion have subsided, evacuate the building as per Fire Procedures.
4. Do not return to the building until the "ALL CLEAR" announcement is given by the Fire Chief or Chief Fire Warden.

TORNADO SAFETY PROTOCOL

Extra care in the case of an oncoming tornado is required in offices, schools, hospitals, or any building where a large group of people is concentrated in a small area, as the exterior walls of such buildings often have large windows.

Never leave the building and go to the outside.

Do the following if you are in any of these buildings:

- Move away from windows and glass doorways.
- Go to the innermost part of the building on the lowest possible floor; the second floor, the stairwells or the basement.
- Protect your head and make yourself as small a target as possible by crouching down.

LOCKDOWN + HOLD AND SECURE:

"**Lockdown**" and "**Hold and Secure**" are emergency measures used to protect people inside a building from a dangerous situation taking place either inside or outside the building.

Lockdown: A situation where there is a direct threat to the safety and well-being of the CommunityWise building and Members on site. The goal is to remove yourself from the area of immediate threat, go to a secure area and remain out of site. If it is safe to do so, call 911, and or the Chief Fire Warden;

Lockdown announcements will be initiated by the Chief Fire Warden or the building management.

Upon receiving a lockdown alert the following procedures apply:

1. Immediately Shelter-in-Place in A Secure Area

- Quickly go to the nearest office or boardroom.
- Quickly warn others nearby.
- Do not hide in or use washrooms.
- Do not assemble in large open areas (e.g. main lobby)
- Immediately lock and barricade all doors with furniture or heavy objects.
- Close blinds/cover windows.
- Turn off all lights and audio equipment.
- Move away from doors and windows. Stay low to make yourself less visible.
- Turn your cell phone to silent mode. Do not make non-essential calls.
- If you send text messages, please do not communicate misinformation.
- Stay quiet and try to remain calm.

2. Hold and Secure: A type of lockdown that could arise from police action, environmental hazard or weather related activity outside the building that poses no direct threat to people inside the building. In this case, CommunityWise would conduct business as usual, but all entrances to CommunityWise would be locked to deny access to the building from outside. Hold and Secure announcements will be initiated by the Chief Fire Warden or the building management.

These procedures will be ordered upon identification or notification of a threatening situation and will be communicated to those in the building directly.

3. Sheltering in an Open Area If you are in an open area and cannot exit, attempt to put an obstacle or barrier in front of yourself for concealment and protection. Use desks, tables, chairs, bookcases or other furniture or equipment. Lie down or stay as low as possible behind the barrier.

As an absolute last resort, if you are in close proximity and exposed to the Violent Intruder and certain you are about to be harmed, your last option may be to use force to attempt to overpower and d. the intruder. This is extremely dangerous and is only a last resort.

4. Stay in Your Place of Shelter

Do not leave your place of shelter or open your door until you have been advised it is safe to do sob Police, Chief Fire Warden or the building management. If the fire alarm sounds do not leave unless advised to do so by Police, Chief Fire Warden or the building management or unless you detect fire.

5. Police Response & Termination of Lockdown

When the Police arrive their priority is to arrest the intruder as quickly as possible. When the intruder, arrested, Police will coordinate with the Chief Fire Warden or the building management. Cooperate with instructions given by the Chief Fire Warden or the building management upon termination of a lockdown.

6. Information Updates Following a Lockdown Procedure

When able to do so, the Chief Fire Warden or building management personnel will communicate with CommunityWise Members.

POSITION RESPONSIBILITIES:

RESPONSIBILITIES OF THE CHIEF FIRE WARDEN

- To be responsible for providing leadership, assistance and follow up to assure the establishment and continuity of the fire and emergency procedures and drills for CommunityWise.
- To coordinate a Fire and Emergency Organization within the complex/building and to establish Fire and Emergency Procedures.
- They shall provide information and guidance, advise on establishing the fire emergency organization and recruit personnel and to coordinate training activities.
- To coordinate the appointment of floor Fire Wardens with other personnel as required and to maintain a master list.
- To maintain liaison activities with the Calgary Fire Department and Fire Prevention Personnel.
- To report any incidents of Fire to the Fire Department.
- To maintain the list of physically challenged permanent employees in the building. Information is to be supplied by the floor Fire Wardens.
- Report any persons refusing to vacate a floor in an alarm condition to the Fire Department.
- Report the number of persons in need of assistance, the personnel and location of floors to the Fire Department during an alarm condition.
- 1 Fire Warden floor is required.

RESPONSIBILITIES OF THE FLOOR FIRE WARDEN

The position of floor Fire Warden is a volunteer appointment and they will report directly to the Chief Fire Warden. There is to be a minimum of one floor Fire Wardens for each floor in the CommunityWise building and if possible one designated alternate. Floor Fire Wardens will be individuals whose duties require them to be on the premises the a significant amount of the time.

- To be responsible for assisting in providing for the safety of all personnel, including visitors on their floor or area, in the event of fire or other emergencies occurring during normal working hours and for advising the Chief Fire Warden of all such emergencies. The safety of personnel means the safe evacuation of occupants from the building and may only entail the evacuation of floor areas to a safer location in the building for a prolonged period.
- Notify the Chief Fire Warden of all physically challenged permanent employees on their respective floors.
- Notify the Chief Fire Warden of the floors "muster" spot.
- To check their floor area daily, and to report any faulty condition to the Chief Fire Warden directly of any issues:

Faulty conditions would include:

- a) Fire Stairwell doors wedged or blocked open.
- b) Exit lights out.
- c) First Aid Fire Fighting Equipment inoperative or obstructed.
- d) Obvious Fire Hazards such as:
 - i) The accumulation of combustibles
 - ii) oily rags
 - iii) defective or temporary electrical wiring
 - iv) Shredded paper, cardboard boxes and similar materials stored in the area.

- If an alarm sounds, the floor Fire Warden will assume control of their organization or floor area.
- To direct the evacuation of their organization or floor area and all personnel including visitors, clients and volunteers.
- UPON SOUND OF THE ALARM, the floor Fire Warden will direct persons under their charge to leave their premises and go **SINGLE FILE** down the stairwell to the main floor lobby area and then proceed to a safe location away from the building.

- On arrival at ground level, the floor Fire Warden will report their floor number to the Chief Fire Warden, or designate on site, that their floor is vacant or number of persons remaining on the floor. (Designate would include CommunityWise staff or Fire Fighter).
- To report to the Chief Fire Warden or designate on site, should any persons under their charge become injured or disabled during an evacuation, Arrangements will be made for rescue by the Fire Department.
- The floor Fire Warden shall inform the Chief Fire Warden how many people are left on the floor that have refused or are unable to move. After the Fire Department has received this information from the Chief Fire Warden, the Fire Department may evacuate these persons if deemed necessary.

PERSONS IN NEED OF ASSISTANCE EVACUATION PROCEDURES

All floor Fire Warden should be familiar with the number of PERSONS IN NEED OF ASSISTANCE on their floor who will require assistance in the event of a fire.

"PERSONS IN NEED OF ASSISTANCE" in this case will mean any person for whatever reason who cannot make it down the stairs to street level. A person in need of assistance is responsible to advise the floor Fire Warden of their need, even if temporary in nature.

The following procedure should be followed:

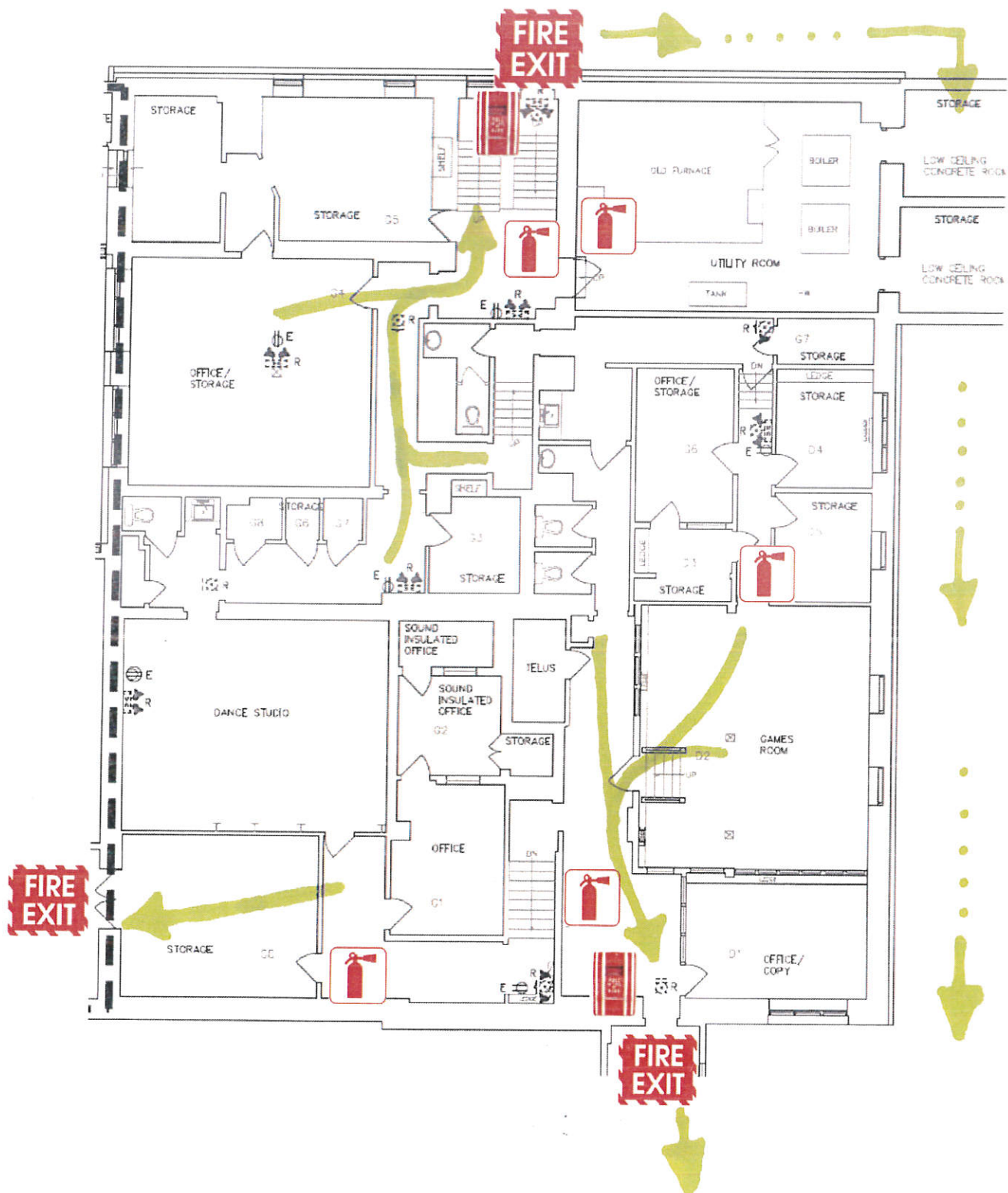
- Designated personnel must remain with the person until evacuated by the Fire Department or until the ALL CLEAR" announcement has been made.
- The Fire Department will only evacuate in need personnel and the assigned personnel member if required via the stairwell.
- If the floor becomes unsafe, the assigned personnel will assist the person(s) to a safe stairwell or to the front lobby. The assigned personnel must then notify the Fire Department by calling 911 to advise them of the new location.

FIRE WARDEN ORGANIZATIONAL CHART

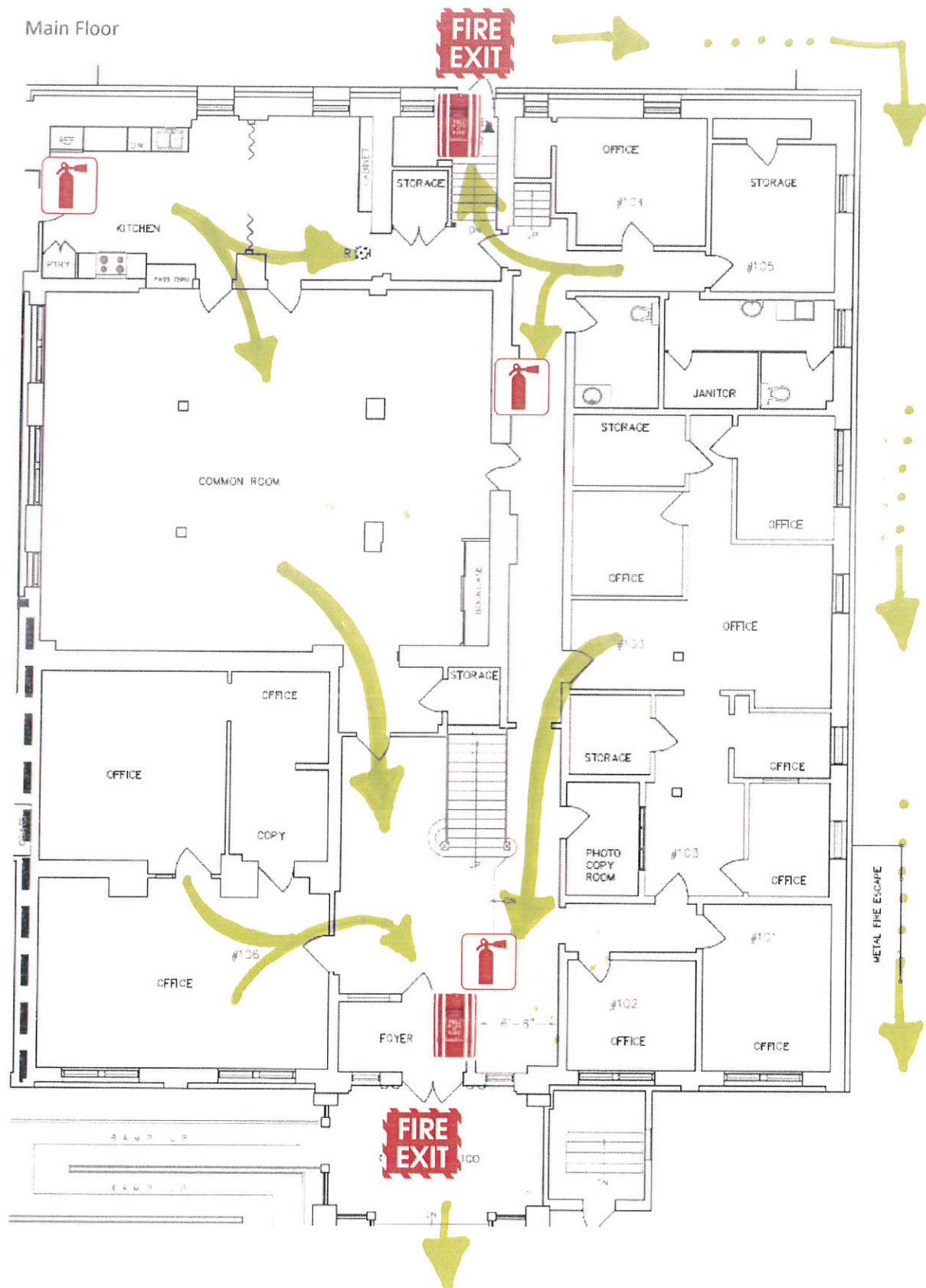
1. Chief Building Fire Warden
2. Deputy Fire Warden
3. 4x Floor Wardens (Basement, Main, Second, and Third Floor)
4. 4x Deputy Floor Wardens (Basement, Main, Second, and Third Floor)

CommunityWise Centre: Pull stations (Pull) , Fire Extinguishers (Fire) and Emergency Exits (Exit)

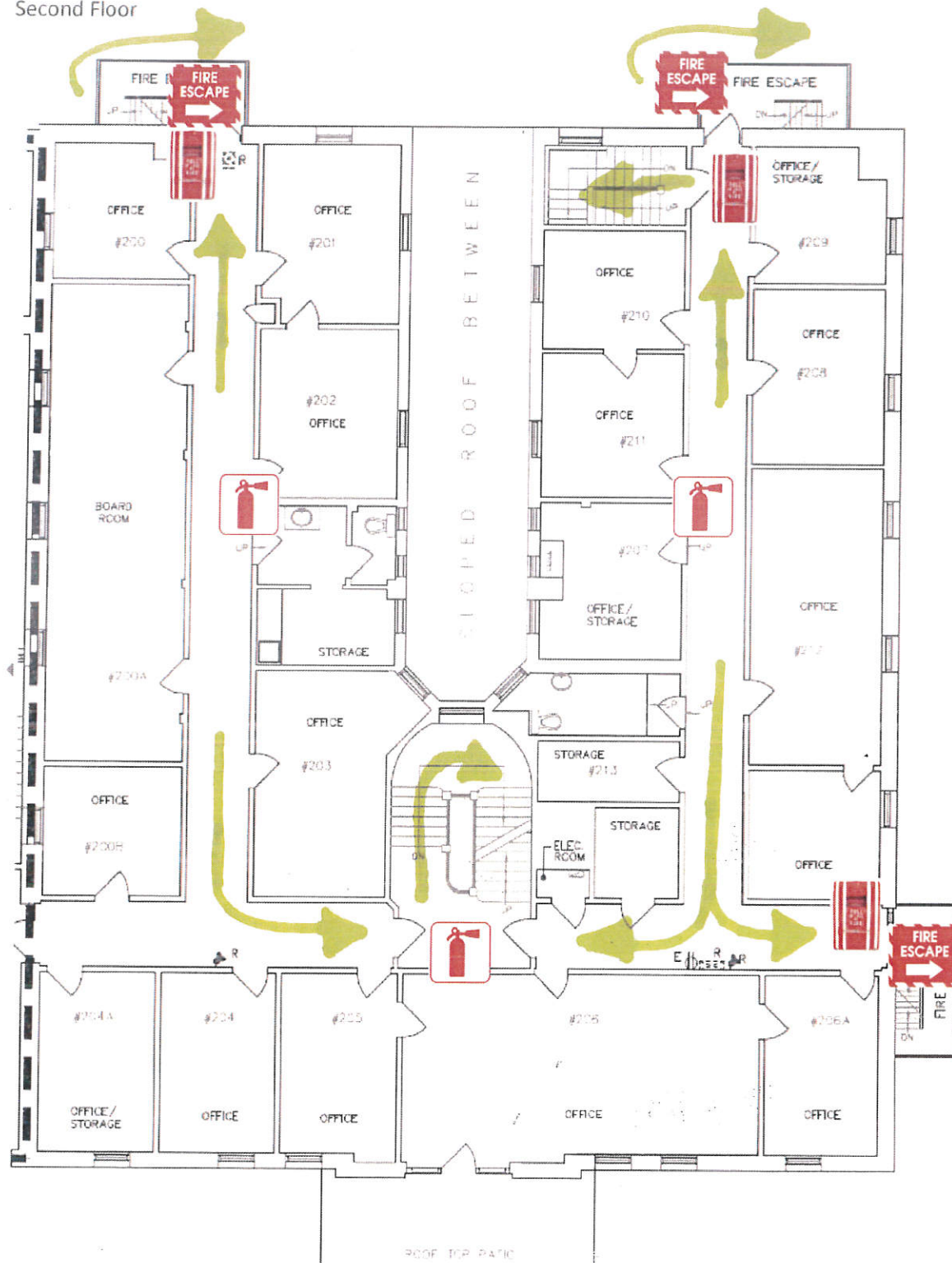
Basement



Main Floor



Second Floor



Third Floor

