

Yonge Corporate Centre
Fire Safety and Emergency Evacuation
Warden Manual



INTRODUCTION

The Ontario Fire Code requires that Property Management must ensure that there is a “Fire Supervisory Team” for each floor (tenant) of the building. This team is responsible to ensure that, if safe, their company’s employees evacuate the building via the nearest exit to an outside assembly area.

An evacuation drill must be conducted at least once a year. Some buildings require additional fire drills depending on height, fire alarm specifications or newly arrived tenant(s) to the property.

It is important for Property Management to ensure that a “Fire Supervisor Team” is created, including tenant representatives who can attend a floor evacuation warden training session once or twice a year. The purpose of the meeting is to help the tenant representative assemble a team of company volunteers who can be responsible for directing and ensuring a full evacuation (evacuation wardens). The training is intended to educate tenants of the many ways to deal with an emergency scenario, learn how to minimize exposure to smoke and fire and improve their knowledge of the building’s fire alarm system.

The ideal response to an emergency is not always evacuation via stairwell to the outside, but may be to remain in a suite or safe area within the building. The appropriate response may depend on how far smoke or fire has progressed. All companies, whether large or small, have health and safety regulations which require that they ensure familiarity with their own fire and life safety procedures and that they assist Property Management by monitoring their own environment. This shared responsibility ensures that the entire building population will combine their efforts to ensure safety for all.

The role of the floor evacuation Chief Warden is to improve knowledge and awareness of all occupants. The Chief Warden should be thoroughly familiar with the building fire alarm system. He or she must also decide how to assemble a team that is effective, efficient and prompt in evacuation of all occupants. The Chief Warden should be knowledgeable regarding building exits, cross-over floors and must understand the effectiveness of such means of evacuation. The Chief Warden should also be a volunteer who can direct, be assertive and ensure that their company and its executive team support fire and life safety.

The management of Yonge Corporate Centre will educate our tenant representatives through Emergency Evacuation Warden Training Sessions. This manual is a key component of that training.

If you have any questions or would like more information, please do not hesitate to call **416-224-7675** or **416-222-5100**.



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Yonge Corporate Centre Management Office
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EMERGENCY PHONE NUMBERS

Fire Department	911	416-221-3444
Metro Police (32 Division)	911	416-808-3200
Metro Ambulance	911	416-439-2111
Poison Control	911	1-800-268-9017
SPCA		416-392-2273
North York General Hospital 4001 Leslie Street, North York		416-756-6000
Branson Hospital 555 Finch Ave West		416-633-9420
4100 Security Desk (24/7)		416-222-4993
Yonge Corporate Centre Management Office		416-222-5100

HUMAN RESOURCES

Building Owner	The Cadillac Fairview Corporation Limited
General Manager	Patricia Poyntz Tel: 416-222-5100 Hours: Monday to Friday, 9:00 a.m. – 5:00 p.m.
Operations Manager	Gino DiTomasso Tel: 416-222-5100 Hours: Monday to Friday, 9:00 a.m. – 5:00 p.m.
Manager, Security & Life Safety	Rogério De Paiva Tel: 416-224-7675 Hours: Monday to Friday, 9:00 a.m. – 5:00 p.m.
Monitoring Company	Intercon Security Limited Tel: 416-229-6811 Hours: 24/7
Security Provider	G4S Security Services Tel: 416-222-4993 (4100 security desk) Hours: 24/7
Parking Administrator	Impark Tel: 416-224-7665 Hours: Monday to Friday, 8:30 a.m. – 4:30 p.m.



REASONS FOR EVACUATION

A building evacuation may be necessary for a variety of reasons: fire, power failure, bomb threat, hazardous spill, structural damage, natural causes (i.e. earthquake) or flooding. An evacuation will be initiated by an alarm, by administrative decision or by emergency official in charge of the incident. If an alarm sounds, or an evacuation notice is given via the public address system, everyone must leave the building, various systems exist in the building that will aid in the evacuation.

LIFE SAFETY SYSTEMS

Fire Alarm Systems

All three buildings are provided with a Chubb/Edwards EST3 Two Stage Addressable Fire Alarm System with voice communication.

The Annunciator Panels are located in the lobby of each building, with the main panels located in the electrical/hydro rooms in the lower level of each building.

The fire alarm system is designed such that activation of a fire alarm initiating device in any portion of the building will cause a general (evacuation) alarm to sound throughout that building. A general alarm can be activated by a manual pull station (at exit stairwells from the building), a smoke detector (electrical rooms on each floor, elevator lobby and top of exit stair shafts and elevator shafts), and duct-type smoke detectors (recirculation air handling system).

Upon operation of the fire alarm system, the following will occur:

- All electromagnetic locks will release
- Passenger elevators will return to the ground floor. Should an alarm be initiated on the Ground floor, the elevators will ground to an alternative floor
- Ventilation supply fans are shut down
- Alarm signals will sound
- Automated announcements providing direction
- A fire alarm signal will be transmitted to the offsite Central Monitoring Company
- Toronto Fire Services will be dispatched

Emergency power for the fire alarm system is provided by a diesel generator and by batteries located within the control unit. Each building is equipped with an emergency generator.

The fire alarm system is monitored by security personnel and by a central station monitoring company 24/7.

Electromagnetic Locking Devices

Electromagnetic locks are installed in entrance doors of the buildings, parking level entrances, as well as various tenant doors throughout the building.



Detection Device: Detects heat or smoke, sending signal to fire panel

All electromagnetic locking devices will release upon activation of the fire alarm system. Manual release/reset key switches for the electromagnetic locks are located at the security desk at each building.

Elevators

All elevators will return to the ground floor upon activation of the fire alarm system. Elevators will not be used as a means of evacuating the building.

One elevator is designated as the “Fireman Service Car.” This elevator is identified by the red fire hat symbol, located on the exterior of the elevator. This car will be used by Building Management and/or Toronto Fire Services. It is possible to allocate more than one elevator on “Fireman Service” if deemed necessary.

Under emergency power, only one elevator is designated to operate at a time.

Emergency Power

Emergency power is provided by a diesel generator located in the mechanical penthouse generator room in all buildings. An 1130-litre diesel day tank is also located in the generator room.

Emergency power is provided to:

- Fire alarm system
- Firefighter’s elevator
- Exit signs
- Emergency lighting
- Electrical room lighting
- Generator room lighting
- Communications
- Sump pumps
- One elevator per building.
- Access control management system

Note: all stairwells are equipped with emergency lighting battery packs in the event of an emergency generator disruption.

The fire alarm system is also equipped with battery backup, contained within the fire panel. In the event of a power failure, the batteries will provide sufficient power to allow the fire alarm system to operate in a supervisory mode for 24 hours and to sound the fire alarm for two hours.

Stairwells

4100 – consists of a North, South and East stairwell

4110 – consists of a North, South and West stairwell

4120 – consists of a North, South and West stairwell

In the event of an alarm, proceed to lowest level of the building via the stairs. Do not attempt to use the elevators. Use handrails while descending. All emergency exits are clearly marked to properly guide you to the exterior of the building. From there, please proceed to your designated assembly area.





Crossover Floors

An emergency crossover floor is a means of transferring from one stairwell to another. They are to be utilized if the stairwell you are in is physically blocked or no longer accessible because of smoke or fire.

If at any time the stairwell that you are occupying becomes unsafe or obstructed, exit on the nearest crossover floor. Crossover to the next stairwell and continue your descent to the ground. In the event that all stairwells are unsafe or obstructed, remain on the floor and activate the nearest pull station.

Always evacuate your building through the stairwells going down. The only time you should proceed up the stairwells is to access an emergency crossover floor if the stairwell in which you are descending becomes unsafe or obstructed.

There is no exit from the roof. The roof is not a designated crossover floor.

All crossover stairwells are unlocked and properly marked. The designated crossover floors are:

4100	4110	4120
6th floor	6th floor	3rd floor
4th floor	4th floor	



Sprinkler System

All floors at each building are fully sprinklered. A wet type sprinkler system is provided from the concourse level through 6th floor. Dry sprinkler system coverage is provided in the three levels of underground parking and the loading dock.

Water flow switches and alarm pressure switches which detect water flow (sprinkler head activated), are connected to the fire alarm system. All sprinkler control valves are located in the sprinkler rooms.



Sprinkler Heads: Detects heat, releases water

Standpipe System/Fire Hose Cabinets

A wet standpipe is provided throughout all buildings, which supplies water to all sprinkler lines and heads.

Fire hose cabinets are strategically located throughout the building and are provided with an ABC multipurpose type extinguisher and 75–100 ft. of hose.

Siamese Connections: The sprinkler and standpipe Siamese connections are strategically located at the exterior of all buildings.

These connections are used by the Fire Department to augment the standpipe system with water and pressure.



Siamese Connection

FIRE PREVENTION

The best way to fight fire is to prevent it from happening in the first place. Fires do not just happen; they are usually traced to human error. Prevention of fires is the ultimate achievement in fire safety. Fire prevention is everyone's responsibility. If you notice a fire hazard contact your supervisor/manager or the Cadillac Fairview management office immediately.

GENERAL HAZARDS

- Keep all hallways, aisles and corridors free of obstructions.
- Ensure that all stairwell doors remain closed at all times.
- Smoking is a major cause of fire deaths. Many fires are related to careless smoking practices. This is a non-smoking facility.
- Avoid placing combustible material directly in contact with an electrical outlet.
- Do not accumulate combustible material in your premises.
- Do not hang anything from a sprinkler head.
- Do not obstruct fire hose cabinets.
- Do not obstruct emergency exits.
- Do not tape over or obstruct proper use of a smoke/heat detector.

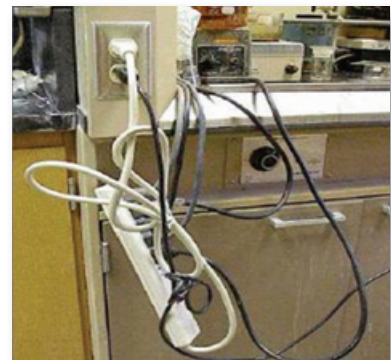
Note: The building has a no smoking policy at all entrances and underground parking.

Electrical Hazards

- Disconnect all electrical appliances with heating elements at the end of the workday.
- Electrical wiring that is defective, frayed or cracked must be replaced.
- Evidence of electrical arcing in outlets and electrical devices should be disconnected until a qualified electrician can assess the problem.
- Avoid using extension cords wherever possible. Extension cords are designed for temporary use only. If they are to be used they should be protected from physical damage. They should never be run under mats or carpets.
- If a circuit breaker consistently "trips" discontinue using the device that is causing the circuit to trip. It must be determined if the device is faulty, or if there is too much current passing through the circuit, or if the circuit wiring is at fault. Only a certified electrician should assess and repair problems in the electrical distribution system.



Frayed Electrical Connection



Overloading Power Bar



FLAMMABLE AND COMBUSTIBLE LIQUIDS

WHMIS Symbols



Class A – Compressed Gas



Class D – Poisonous and Infectious Material
Division 1 Materials Causing
Immediate and Serious
Toxic Effects



Class E – Corrosive Material



Class B – Flammable and
Combustible Material



Class D – Poisonous and Infectious Material
Division 2 Materials Causing
Other Toxic Effects



Class F – Dangerously
Reactive Material



Class C – Oxidizing
Material



Class D – Poisonous and Infectious Material
Division 3 Biohazardous
Infectious Material

- The handling and storage of flammable and combustible liquids are required to comply with applicable requirements of the current Ontario Fire Code – OFC.
- Personnel using hazardous chemicals are required to be familiar with the MSDS, which describe the use and handling of chemicals, first aid measures, spill procedures as well as what personal protection equipment must be worn.
- Do not store flammable and combustible liquids with corrosive, oxidizers, reactive chemicals or compressed gases.
- Do not store flammable and combustible liquids near a possible ignition source (e.g. heat).

Storage Areas

- Storage areas should be kept clean and free of combustible material.
- There should be a clearance of 18 in. between sprinkler heads and stored materials.
- Light fixtures should be protected by wire guard or cage to prevent accidental breakage of light bulbs.
- Material should not be stored directly touching an electrical outlet.
- Electrical equipment and devices should not be operated or connected to an electrical source in storage rooms.
- Doors to storage rooms shall be kept closed at all times.
- Flammable and combustible liquids should not be stored in storage rooms used for ordinary combustible materials e.g. paper, boxes, clothing, linen, etc.
- Hazardous, reactive, or unstable chemicals and substances shall not be stored in storage rooms used for ordinary combustible materials.
- Service rooms should not be used for storage.

EMERGENCY EVACUATION WARDENS

Responsibilities

- Become familiar with your emergency access routes. Ensure that evacuation routes are unobstructed.
- Check for fire hazards such as the accumulation of garbage, paper and other combustible items and improperly stored or combustible liquids.
- Ensure that floor exits are functional e.g. open readily and close automatically. Doors must not be wedged open or locked in the direction of egress.
- Check that the exit lights are illuminated and not damaged.
- Ensure that fire hose and extinguishers are present in each fire hose cabinet on the floors and that the cabinets are not obstructed.
- Check all extension cords and ensure they are not damaged, or preferably, replace the cords with a power bar. Check for overloading outlets.

Wardens

The primary duties of the Emergency Evacuation Warden Team members are to ensure an orderly and prompt evacuation, and, when necessary, to coordinate the assignment of additional persons to evacuate those in need of physical assistance.

The size of an Emergency Evacuation Warden Team will depend on the size of an area controlled by the tenant.

- Be familiar with your floor areas, exits from the floor to the area of assembly at least 50 m (150 ft.) from the building, locations of fire fighting equipment and the sound of the building's fire alarm signals.
- Know the responsibilities of your Emergency Evacuation Team members, i.e. Searchers and Exit Monitors, if required.
- Ensure that all Emergency Evacuation Warden Team members are trained in their responsibilities.
- Be familiar with personnel on your respective floor/areas who require assistance to evacuate and ensure that the Cadillac Fairview Management Team is provided with an up-to-date number of these persons and the location of the refuge area Protect In Place (P.I.P.), Assist all such persons in formulating a plan to ensure their safety during a building emergency. This may include designating a co-worker to assist this person to evacuate.
- In cooperation with your company's administration, maintain a list of the Emergency Evacuation Warden Team members and ensure that each position on the Emergency Evacuation Warden Team is continuously filled.
- Inform new employees of the "emergency procedures" and the duties, if any, that they are to perform in the event of an emergency. Ensure any required training takes place.
- With other departments located on your floor/area, formulate plans and procedures for the security of personnel as well as any valuable documents or other important records normally handled in the areas.



- Participate in the Evacuation Drills/Warden Training and encourage full Emergency Evacuation Warden Team and employee participation in the drills.
- Assist in fire prevention by noting and reporting to your supervisor or the Cadillac Fairview management team where fire hazards or unsafe conditions exist.
- Ensure that fire extinguishers, fire hoses and other safety equipment are unobstructed and ready for use. Observations of defects should be reported to your supervisor or to the Cadillac Fairview management office.
- Ensure that the back-up Emergency Evacuation Warden members are advised of any absenteeism e.g. illness, vacation, off-site meetings.
- All fire and stairwell doors must remain closed at all times.
- Aisles, corridors, landings, walkways, stairwells and exits and means of egress must be free of obstruction.
- Combustible refuse must be promptly removed from the building.

Searchers

- Wardens that will be assigned to conduct floor sweeps directing all persons to evacuate immediately. These wardens should be male and female so that washrooms may be checked.
- Searchers shall report all findings to the Emergency Evacuation Warden upon completion.
- Searchers would act as back-up in the event the Emergency Evacuation Warden is unavailable.

Exit Monitors

- One warden will be stationed at each of the stairwell exits, first making sure the stairwells are safe to use, then directing all evacuees toward the exit.

Procedures for Persons Requiring Assistance

Most people will, at some time during their lives, have a disability, either temporary or permanent, that will limit their ability to move around inside or outside a building and to easily use the built environment.

In any evacuation procedure, special consideration must be given to those persons who, by reason of physical or other limitations, might require assistance in evacuating during an emergency.

These persons may generally be described as:

- Being in a wheelchair
- Suffering from temporary incapacity
- Having a hearing impairment
- Having limitations that will make walking down the stairs dangerous

PROTECT IN PLACE (P.I.P.)

Why the implementation of Protect in Place?

- P.I.P. is in line with 98% of North American standard high rise procedures.
- P.I.P. eliminates danger of being in a confined space which may fill with smoke, i.e. elevator.
- P.I.P. is recommended by Toronto Fire Service and the Ontario Fire Marshall.

Your Human Resources Department or area Fire Warden will survey and compile a list of persons in your area who need assistance to leave under emergency conditions. They will indicate their normal working location on a copy of the floor plan.

In agreement with these persons, they will choose an area on the floor (P.I.P) that will provide refuge for those requiring assistance until it is deemed necessary for them to evacuate, at which time Fire Services personnel will assist, or when it is deemed safe for them to return to their place of work. The location of the room will be kept on file by Building Management and will be given to the Fire Department upon their arrival.

Please note, the building staff will not be operating elevators under alarm conditions. The Fire Services will assist any persons down if they are considered to be in danger.

The Toronto Fire Services will be using the elevator and if evacuation is required due to the person(s) being in danger, (otherwise, the Fire Department may not be removing these persons) the location of the person(s) will be known. Fire Warden shall ensure the Emergency Coordinator (Building Management) is aware a disabled person has been left in the designated location during an emergency.

Protect In Place Provisions

- Telephone
- A list of emergency contacts (Security)
- Duct tape
- Towel and bottled water
- Paper and marker
- Either a flashlight or glow stick
- Food provisions (non perishable items).



Protect In Place kit



FIRE ALARM ACTIVATION PROCEDURES

If You Discover Smoke or Fire

Upon discovering fire or smoke, the following steps are to be taken:

- Leave the fire area immediately, removing any person in immediate danger. Make sure that the doors to the affected area are closed.
- Activate the fire alarm system by pulling the nearest pull station (stairwell) as you leave the fire area.
- Call the Fire Department (911) when it is safe to do so. Provide them with the building's address and closest intersection, as well as your location and floor number.
- After completing your emergency duties, exit the building using the nearest stairwell.
- Before opening any doors, test the door for heat by using the back of your hand.
- If the door is hot, leave the door closed and unlocked. If you are in an office with no alternate exit, remain where you are and call 911 to alert them to your location. Otherwise, try an alternate exit.
- If the door is not hot, brace yourself against the door and open slightly. If you feel air pressure or hot draft, close the door quickly, leaving it unlocked. If you are in a room with no alternate exit, remain where you are and call 911 and alert them of your location. Otherwise, try an alternate exit.
- If the door is not hot and you did not feel air pressure or a hot draft, walk to the nearest exit and leave the building.
- Use the stairwell and/or exterior exit doors to exit. **DO NOT USE ELEVATORS.** If you encounter fire or smoke in the stairwell, use an alternate exit (crossover).
- If you are unable to use an alternate exit or are trapped:
 - Return to an office and close the door, leaving it unlocked.
 - Seal off all openings which may admit smoke to the room.
 - Crouch low to the floor if smoke enters the room.
 - Call the Fire Department and alert them of your location. Wait to be rescued. Listen for instructions given by authorized personnel.



Checking Door for Heat

If a door feels too hot to the touch, DO NOT open. There could be fire/smoke on the other side and both factors may impair your ability to continue down to ground floor.

When you check a door for heat, you should always use the back of your hand and not your palms. If you burn your palms it may make it difficult for you to use them to open doors or crawl on the floor if needed.

REMEMBER TO REMAIN CALM.

EVACUATION PROCEDURES (IN THE EVENT OF AN ACTUAL ALARM)

Upon Activation of the Evacuation Tones

Evacuation Tone (3 Ping Tones)

The evacuation tone indicates that there is an emergency condition in the building which could affect your area.

1. An announcement will be made over the emergency voice communication system.
2. Leave floor area, close (but do not lock) all doors.
3. Evacuate floor **USING STAIRWELL EXITS ONLY. DO NOT USE ELEVATORS.**
4. Proceed to the lowest level and exit the building.
5. Proceed to your designated Assembly Area.



Upon Activation of the Alert Tones

Alert Tone (1 Ping Tone)

The alert tone indicates there is a possible emergency present in the building; however, it is not necessary to evacuate at this time.

1. This type of alarm signifies a standby alert.
2. As an evacuation may be eminent, gather your belongings and proper dress attire.
3. An announcement will be made over the emergency voice communication system as to the status and location of the alarm.
4. Tenants wishing to evacuate may do so, others should stand by.

Upon Discovery of Smoke or Fire on Floor

1. Leave floor area, close all doors (but do not lock).
2. Activate the nearest fire alarm pull station.
3. Evacuate floor **USING STAIRWELL EXITS ONLY. DO NOT USE ELEVATORS.**
4. Proceed to P1 Level (concourse) and exit the building.

Note: If you encounter smoke in the corridor or stairwell, consider taking an alternate stairwell or return to your suite.



EMERGENCY PROCEDURES – FIRE SAFETY COMMITTEE

Upon Hearing the 1st Stage (Alert) Fire Alarm Signal

Emergency Floor Warden Team Members

You will adhere to the “Emergency Procedures,” and provided it is safe to do so, you will:

- Immediately put on the Emergency Floor Warden Team identification.
- Along with the Fire Warden and Searchers, conduct a systematic check of the floor, including office areas, meeting rooms, washrooms, storage areas, elevator lobbies and stairwells looking for smoke or fire. The exit monitors will check their designated stairwells.

IF SMOKE OR FIRE IS FOUND, activate the closest pull station (creating a 2nd stage alarm) and follow the duties and responsibilities listed under “**UPON HEARING 2nd STAGE (EVACUATION) FIRE ALARM SIGNALS.**”

- Before opening any doors, check for smoke and feel the door for heat (using the back of your hand). If the door is **HOT OR SMOKE APPEARS** at the edges, do not open, directing occupants to the nearest alternate exit. Dispatch a person to inform the Fire Warden of the conditions. From a safe distance, maintain control of the exit, until the floor is evacuated.
- If neither fire nor smoke is found on the floor, meet at a predetermined location on the floor, in order to report the status of the area just checked to your Fire Warden. If building occupants wish to leave, please allow them to do so via the stairs. Do not attempt to use the elevators.
- Ensure that all team positions are filled. Assign additional persons as required to assist in the evacuation.
- Know the persons requiring assistance.
- Searchers will attend their designated area and continue to check for fire and smoke and be available to answer any concerns expressed by occupants.

If at any time during the emergency, information is received to cause you to make a decision to evacuate, please follow the duties and responsibilities listed under “**UPON HEARING 2nd STAGE (EVACUATION) FIRE ALARM SIGNALS.**”

- Do not activate a manual pull station unless there is smoke or fire on your floor area.
- Should a condition of a serious nature occur that does not directly involve the fire alarm (e.g. stranger(s) entering the floor from the stairwell of a door usually secured by a maglock or a medical emergency) contact Building Management/Security and report the condition or situation.

Upon Hearing the 2nd Stage (Evacuation) Fire Alarm Signal

The primary duties of the Emergency Floor Warden Team members are to ensure an orderly and expedient evacuation, and when necessary, to coordinate the assignment of additional persons to evacuate those in need of physical assistance.

Emergency Floor Warden Team Members – Fire Wardens (Team Leaders)

You will adhere to the “Emergency Procedures” and providing it is safe to do so, you will:

- Immediately put on the Emergency Floor Warden Team identification.
- Commence evacuation of the floor area, ensuring that Emergency Floor Warden Team members are fulfilling their duties and assisting in the evacuation by directing occupants to the nearest exterior exit or exit stairwell. Evacuation should proceed to street level if possible, but may require going to a safe location within the building.
- Persons requiring assistance should attend the designated refuge area (P.I.P.) until deemed necessary to evacuate or safe to return to their place of work.
- If the fire is in your immediate area and you cannot evacuate a person requiring assistance, move them to a safe and unaffected area, preferably a floor below the fire. Once you have evacuated, notify the Fire Department immediately of the person’s location.
- Support the Emergency Floor Warden Team members in carrying out their responsibilities.
- Evacuate the building.
- If you know of persons still in the building and you saw smoke or fire, report this to the Fire Department or building personnel immediately.
- Proceed to your designated assembly location.
- Meet with the other Emergency Floor Warden Team members and gather all information regarding the emergency.
- Inform Building Management or the Fire Department the results of your evacuation – all people requiring assistance or those refusing to evacuate.



Upon Hearing the 2nd Stage (Evacuation) Fire Alarm Signal

The primary duties of the Emergency Floor Warden Team members are to ensure an orderly and expedient evacuation, and, when necessary, to coordinate the assignment of additional persons to evacuate those in need of physical assistance.

Emergency Floor Warden Team Members – Searchers

You will adhere to the “Emergency Procedures” and, providing it is safe to do so, you will:

- Immediately put on Emergency Floor Warden Identification.
- Immediately start the evacuation of all personnel in your designated area. Directing occupants to the nearest exit stairwell or, if impassable, an alternative route. Advise staff regarding exit routes and evacuation procedures.
- Conduct a systematic search of office areas, meeting rooms, lounges, washrooms and other areas frequented by persons of your gender including isolated portions of the floor area.
- Assist in, or supervise, the evacuation of any persons requiring physical assistance (e.g. wheelchair, blind, recent surgery, pregnant women). Persons requiring assistance should be evacuated last, so as not to cause congestion in the exit stairwell.
- If the fire is in your immediate area, and you cannot evacuate a person requiring assistance, move them to a safe and unaffected area (preferably a floor below the fire).
- Once you have evacuated, closing all doors behind you, notify the Fire Department immediately of the person’s location.
- If the fire is not in your immediate area and you are unable to evacuate the person requiring assistance, move them to the elevator lobby, where in case of evacuation, the Fire Department will pick them up. Once you have evacuated, notify the Fire Department immediately of the person’s location.
- If you know of persons still in the building, or if you saw fire or smoke, report this to the Fire Department or building personnel immediately upon evacuating the building.

Emergency Floor Warden Team Members – Exit Monitors

You will adhere to the Emergency Procedures, and providing it is safe to do so, you will:

- Immediately put on Emergency Floor Warden Team identification.
- Check (re-check) your designated stairwell to ensure that it is free of fire and smoke.

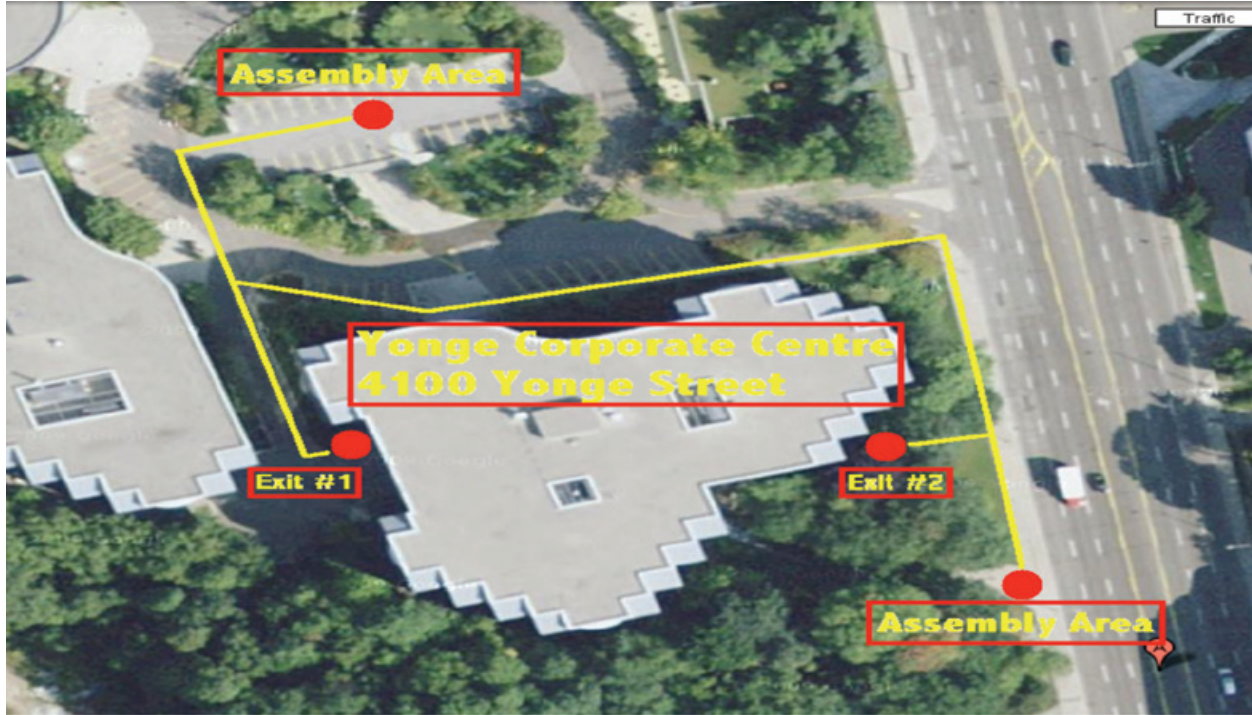
BEFORE OPENING THE STAIRWELL DOOR, CHECK FOR SMOKE AND FEEL THE DOOR FOR HEAT (USING THE BACK OF YOUR HAND).

- If the door is HOT OR SMOKE APPEARS at the edges, do not open, directing occupants to the nearest alternate exit. Dispatch a person to inform the Fire Warden of the conditions. From a safe distance, maintain control of the exit until the floor is evacuated.
- If the door is NOT HOT and NO SMOKE is observed, brace the door with your body and slowly open it. If heat is felt, close the door immediately, directing occupants to the nearest alternate exit.
- If the stairwell is safe to use, enter the stairwell, remaining on your floor level, and ensure that evacuees move quickly and quietly down the stairs in an orderly manner, merging effectively with those coming from the floors above.
- In the event that TWO MONITORS are assigned to one exit, one monitor will lead the evacuees down the stairwell through the exit route to the exterior, while the other remains on the floor level to direct evacuation.
- Provide the assistance necessary to maintain a calm and orderly evacuation.
- Evacuate the building upon seeing the Fire Warden or Searcher(s) have completed their tasks.
- Direct evacuees to proceed to the assembly area(s), ensuring that they stay as far away from the building and fire routes as possible. Direct all persons, whether staff, visitors or members of the public to their respective assembly areas.
- If you know of person(s) still in the building, or if you saw fire or smoke, report this to the Fire Department or building personnel immediately upon evacuation.
- Meet with the other Emergency Floor Warden Team members and gather all information regarding the emergency including:
 - Persons still on the floor area, whether they are in need of assistance, and their probable location.
 - The location(s) where smoke or fire was encountered.
 - The location of hazardous material and chemicals on your floor.
- Ensure the above information is reported to Building Management or the Fire Department.
- Remain at your designated assembly area until the “all clear” is given by the Fire Department or Cadillac Fairview management.



EVACUATION ROUTES/ASSEMBLY AREAS

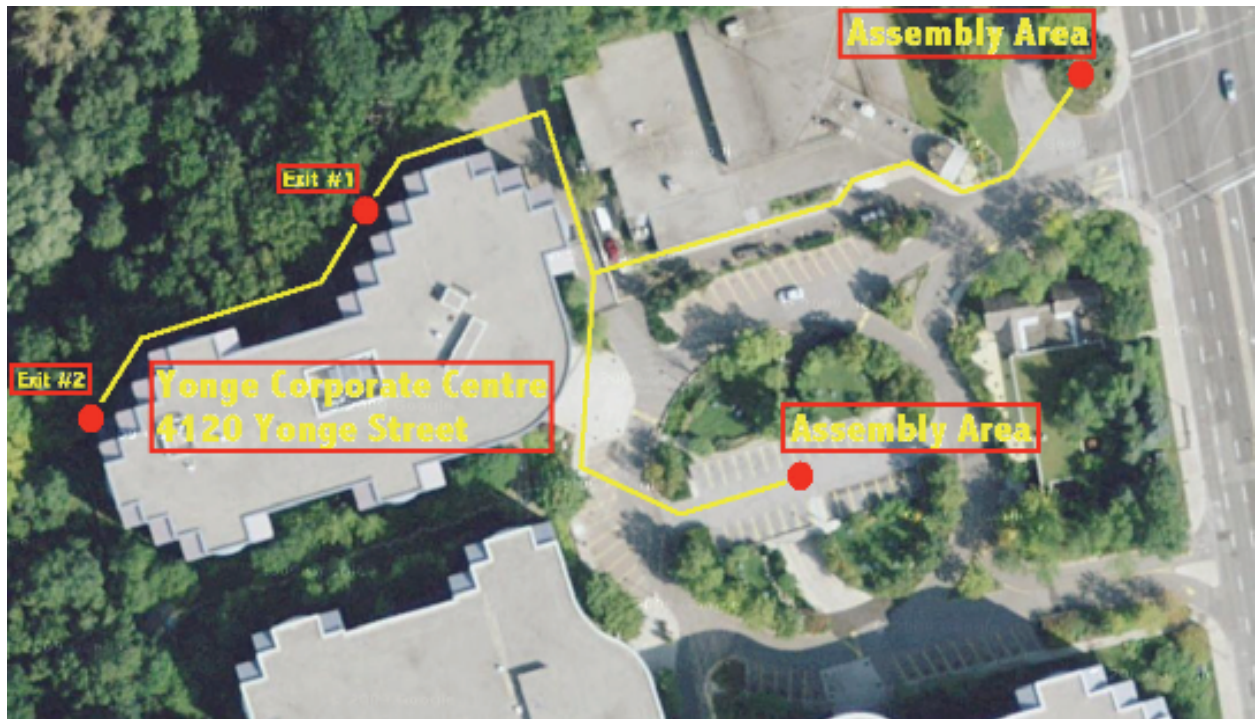
4100 Yonge Street



4110 Yonge Street



4120 Yonge Street





FIRE EXTINGUISHMENT, CONTROL, OR CONFINEMENT

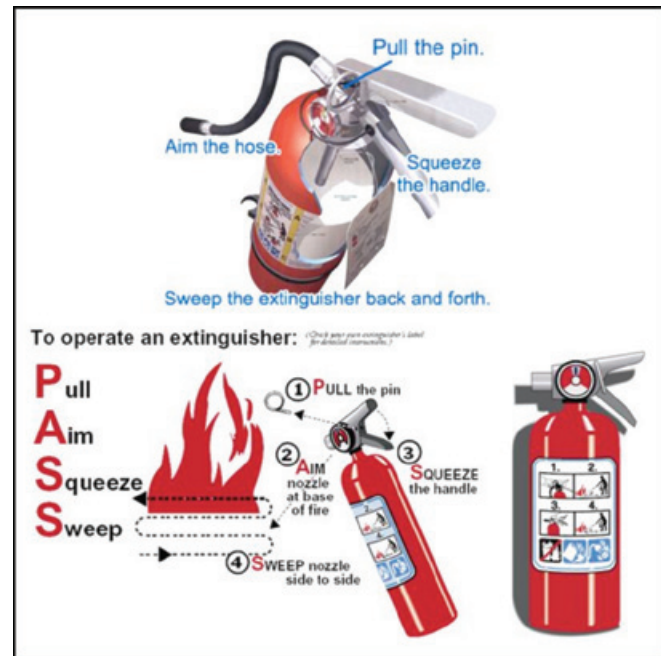
This is primarily the responsibility of Fire Services as the product of noxious fumes in modern buildings makes any attempt at firefighting extremely dangerous to untrained or unprotected personnel, particularly if a large amount of smoke is being generated.

In the event a small fire cannot be extinguished with the use of a portable extinguisher or the smoke presents a hazard to the person in the area, then the door to the area should be closed to confine and contain the fire. Leave the fire area, sound the fire alarm, ensure Fire Services has been notified and wait outside for Fire Services.

If a fire is small, BETWEEN YOU AND THE EXIT and you are not alone, you may consider extinguishment if you have accessibility to the proper portable extinguisher and you are trained and/or feel confident in doing so and the fire alarm has been activated.

This is an option and not the recommended procedure!

Method of Using a Fire Extinguisher



Fire Hose Cabinet



75–100 ft. of fire hose/10 lb. ABC Multipurpose extinguisher



10 lb. ABC Multipurpose fire extinguisher
Caution: Use only if trained

Types of Fire

Class A

Fires involving ordinary combustible material, such as paper, wood, textile fibers (cooling or wetting is required).



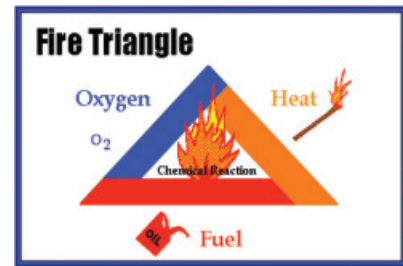
Class B

Fires involving flammable liquids such as gasoline, thinners, oil based paints and greases (dry chemical required).



Class C

Fires involving energized electrical equipment (smothering is required).



Types of Fire Extinguishers

Multi-Purpose Dry Chemical (A, B, C)

A dry chemical agent called mono ammonium phosphate. The chemical is non-conductive and can be mildly corrosive if moisture is present. In order to avoid corrosion, it is necessary to scrub and thoroughly cleanup the contacted area once the fire is out. A dry chemical fire extinguisher is usually used in schools, general offices, hospitals, homes, etc.

Regular Dry Chemical (B, C)

A dry chemical agent called sodium bicarbonate. It is non-toxic, non-conductive and non-corrosive. It is easy to clean up, requiring only vacuuming, sweeping or flushing with water. Extinguishers with sodium bicarbonate are usually used in residential kitchens, laboratories, garages, etc.

Carbon Dioxide (B, C)

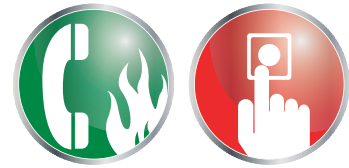
Carbon dioxide removes oxygen to stop a fire but has limited range. It is environmentally friendly and leaves no residue, so cleanup is unnecessary. Extinguishers with carbon dioxide are usually used in contamination-sensitive places such as computer rooms, labs, food storage areas, processing plants, etc.

Fuel Source	Class of Fire	Type of Extinguisher (Extinguishing Agent)
Ordinary combustibles (e.g. trash, wood, paper, cloth)	A	Water; chemical foam; dry chemical*
Flammable liquids (e.g. oils, grease, tar, gasoline, paints, thinners)	B	Carbon dioxide (CO ₂); halon**; dry chemical; aqueous film forming foam (AFFF)
Electricity (e.g. live electrical equipment)	C	CO ₂ ; halon; dry chemical



EMERGENCY PROCEDURES – FIRE

Yonge Corporate Centre is equipped with a state-of-the-art two-stage addressable Fire Alarm System with voice communication. The system is monitored 24/7 by both the security team and a third party monitoring company. Although continuously monitored, if you discover smoke or fire on your floor you should:



- Immediately activate the nearest pull station (located at stairwell entrances)
- Remove yourself and those around you from immediate danger
- Close the door to the room or the area you are leaving
- Leave the floor immediately using the nearest emergency exit (do not use elevators)

If You Encounter Smoke

In heavy smoke take short breaths through your nose, stay low, and crawl if necessary. **DO NOT STOP.** There is less smoke at floor level.

- Once in a safe location, call **911** and provide them with additional information if required
- If safe to do so, please call Building Security at **416-222-4993**
- Upon leaving the building, attend your designated meeting area and your Tenant Evacuation Team
- Supply any details concerning the fire to your Evacuation Team, Emergency Services or Manager, Security & Life Safety
- Do not re-enter the building until the “all clear” is given by Building Management or Toronto Fire Services

Fire Alarms

The fire alarm system is designed with two distinct alarm tones that require varying responses: **Alert Tones** and **Evacuation Tones**. To help you better understand these different fire alarm tones, please review and understand the choices.

Alert Tone (1 Ping Tone)

The alert tone indicates there is a possible emergency present in the building; however, it is not necessary to evacuate at this time but to adhere to the following:

1. Stand by and prepare to evacuate
2. Gather your personal belongings and dress accordingly
3. Listen closely to the instructions given through the voice communication system
4. If required to evacuate, you will be notified by evacuation tones and the voice communication system

Evacuation Tone (3 Ping Tones)

The evacuation tone indicates that there is an emergency condition in the building which could affect your area. When this occurs please adhere to the following:

1. Immediately leave the floor via the nearest stairwell
2. DO NOT attempt to use the elevator
3. Follow the instructions of your Floor Evacuation Warden Team and/or Building Management
4. Walk, DO NOT RUN. Shut all doors behind you (do not lock). Proceed down the stairwell to street level and attend your designated assembly area. If you encounter smoke, keep low. If smoke is heavy, leave stairwell and proceed to alternate exit.

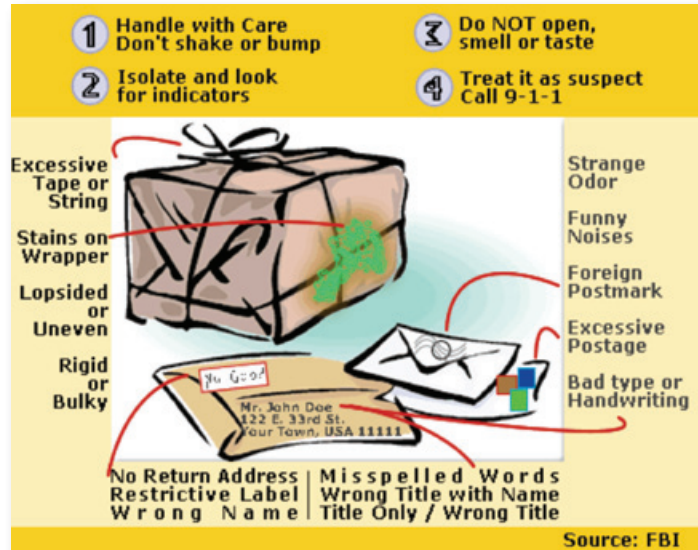
If unable to safely evacuate:

- Remain calm and proceed to the alternate exit on your floor
 - If your way is blocked while in the stairwell, leave the stairs at the nearest crossover floor
 - If you are trapped, retreat to your designated P.I.P on your floor and activate the nearest pull station. If a telephone is available, contact Building Security or call 911 giving the dispatcher your address and floor
 - Contact Building Security at **416-222-4993**
5. Proceed to your company designated meeting place, far away from the building (not to impede emergency vehicles) and await further instructions
 6. Persons requiring assistance should go immediately to their designated P.I.P. room to await evacuation by Toronto Fire Services if required
 7. The all clear to re-enter the building will be given by Building Management or Toronto Fire Services when safe to do so.



EMERGENCY PROCEDURES – IF YOU DISCOVER A SUSPICIOUS LOOKING PACKAGE

1. DO NOT TOUCH THE PACKAGE.
2. Clear the immediate area where the package has been discovered.
3. Notify the Toronto Police (416-324-2222 or 911) and the Yonge Corporate Centre Security (416-222-4993) giving the following information:
 - i. Company name and location
 - ii. Floor number where suspicious looking package has been discovered
 - iii. Details of suspicious looking package
 - iv. Your name and telephone number



EMERGENCY PROCEDURES – BOMB THREAT PROCEDURES

All bomb threats must be taken seriously.

Telephone Bomb Threat

1. Be calm and courteous.
2. Keep the caller on the line as long as possible.
3. Enlist the aid of fellow employees to notify the Toronto Police (911) and the Yonge Corporate Centre Security at 416-222-4993 giving the following information:
 - i. Company name and location
 - ii. Floor number where the call is being/has been received
 - iii. Your name and telephone number
 - iv. Obtain as much information as possible (refer to bomb threat report form on the following page).





BOMB THREAT REPORT FORM

Questions to ask:

What time will the bomb explode? _____
Where is it? _____
Why did you place the bomb? _____
What does it look like? _____
Why did you place the call? _____
Where are you calling from? _____
Do you represent a political group? _____
What is your name? _____

Pertinent Data:

Date: _____
Time call received: _____
Exact words said: _____

Background noises: _____
Duration of call: _____
Line call was received on: _____
Location of telephone: _____
Receiver of call: _____
Position of receiver: _____
Who notified: _____
Time notified: _____

Identifying Characteristics:

Sex of caller: M F
Estimated age: _____
Accent (English, French, etc.): _____
Voice (loud, soft, deep etc.): _____
Speech (fast, slow, etc.): _____
Diction (good, nasal, lisp, etc.): _____
Manner (calm, emotional, vulgar, etc.): _____
Was caller's voice familiar? (specify) _____
Was caller familiar with the area? _____



Procedure Following Notification of Police and Yonge Corporate Centre Security:

1. Notify supervisor or warden to declare a standby alert.
2. Remain calm and await the arrival of emergency personnel.

If Ordered to Evacuate:

1. Gather up purses, briefcases and bags.
2. Evacuate floor as directed by emergency personnel.
3. Proceed to ground level and EXIT the building.

EMERGENCY PROCEDURES – EXPLOSION EVACUATION

Do's

1. Begin evacuation procedures IMMEDIATELY.
2. Keep calm.
3. Close each door of your office as you leave.
4. Form an evacuation line, two abreast, to the stairwell.
5. Remove high heel shoes.
6. Use the enclosed stairwell for evacuation to the ground level. Walk in double line, using handrails.
7. Listen for instructions from emergency personnel and follow them.
8. Assist anyone having difficulty walking down the stairs.
9. If necessary, clear the way for Fire Department coming up the stairwell.
10. Be ready to merge with other people evacuating the building.
11. Once out the building, go a reasonable and safe distance away from the emergency.

Don'ts

1. DO NOT stop to gather personal effects (in case of a bomb threat, gather up purses, briefcases and bags).
2. DO NOT use an elevator under fire alarm conditions.
3. DO NOT smoke.
4. DO NOT run in the stairwells.
5. DO NOT congregate by the stairwell exit.
6. DO NOT return to your premises until the "all clear" is given by the authority in charge.

Persons Requiring Assistance:

In the event that evacuation is required, special provision must be made for non-ambulatory or other occupants who might require assistance. Wardens will use the evacuation assistance list as a reference and will assign TWO capable persons to each person requiring assistance. Persons being assisted need not be evacuated from the building, but taken from the evacuation floor to a place of safety (refuge point) at least TWO FLOORS below the emergency. The warden will monitor all such movement and will notify emergency personnel of the location and status of said evacuees. Persons assisting will remain at the refuge point until emergency personnel have responded.

NON-EVACUATION EMERGENCY PROCEDURES**Illness or Injury**

1. Notify the Metropolitan Toronto Ambulance Services at **416-489-2111** or 911 and give the following information:
 - a) Building name and address
 - b) Floor number where illness or injury has occurred
 - c) Details of illness or injury
 - d) Your name and telephone number
2. Notify Yonge Corporate Centre Security at **416-222-4993**.
3. Have someone meet Emergency personnel at the service elevator.
4. DO NOT move ill or injured person. Try to make them comfortable.

**Theft**

1. Notify Yonge Corporate Centre Security at **416-222-4993**:
 - a) Company name and location
 - b) Floor number where the theft has occurred
 - c) Details of the theft (just occurred, just discovered)
 - d) Your name and telephone number
2. Notify your receptionist.
3. Notify your supervisor.
4. Notify your company Security Officer (if applicable).

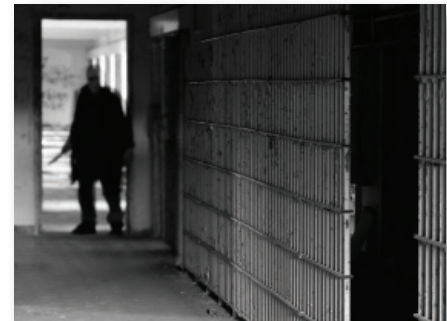


Harassment or Demonstration

1. Notify Yonge Corporate Centre Security at **416-222-4993**:
 - a) Company name and location
 - b) Floor number where harassment or demonstration is occurring
 - c) Details of harassment or demonstration
 - d) Your name and telephone number
2. In the event of aggressive confrontation, secure your premises provided the incident is occurring outside of same premises and notify the police at **416-324-2222** or **911** and the Yonge Corporate Centre Security at **416-222-4993**.

Peddler or Suspicious Looking Person

1. Notify Yonge Corporate Centre Security at **416-222-4993**:
 - a) Company name and location
 - b) Floor number peddler or suspicious person is located
 - c) Details about Incident/person
 - d) Your name and telephone number
2. In the event of aggressive confrontation, notify the police at **416-324-2222** or **911** and the Yonge Corporate Centre Security at **416-222-4993**.



Elevator Malfunction or Entrapment

Elevator Malfunction (slow trip, missed call, improper leveling etc.)

1. Notify Yonge Corporate Centre Security at **416-222-4993**:
 - a) Elevator cab number (engraved inside the cab)
 - b) Details of the malfunction
 - c) Your name and telephone number

Elevator Entrapment

1. Remain calm.
2. Push the emergency call button.
3. Give the elevator number to the Security Officer when requested on the intercom. Elevator personnel will be notified and respond in a timely fashion to rectify the problem.
4. Security personal will try and remain on the line with you for the duration of the entrapment.



Power Failure

Minor Power Failure – Power failure on a portion of the floor:

Notify Yonge Corporate Centre Security at **416-222-4993**

- a) Company name and location
- b) Floor number where power failure has occurred
- c) Details of power failure
- d) Your name and telephone number

Remain on your floor.

Major Power Failure – total power failure on a floor or series of floors:

1. Notify Yonge Corporate Centre Management Office at **416-222-5100** and give the following information:

- a) Company name and location
- b) Floor number(s) where power failure has occurred
- c) Details of power failure
- d) Your name and telephone number

2. Notify Yonge Corporate Centre Security at **416-222-4993**.

3. Remain on your floor.

General Hazards

Any and all situations that may be considered threatening to the security and/or life safety of your premises:

1. Notify Yonge Corporate Centre Security at **416-222-4993** and give the following information:

- a) Company name and location
- b) Floor number(s) where situation exists
- c) Details of situation
- d) Your name and telephone number



YONGE CORPORATE CENTRE – FIRE ALARM DRILL REPORT

Building phase: _____

Date: _____

Name: _____

Time alarm sounded: _____

Your location when alarm sounded:

Was alarm sound heard adequately: YES NO

Did you observe any tenant panic? 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

IF YOU DISCOVER A FIRE

1. Leave the fire areas closing suite doors behind you.
2. Activate the building fire alarm system using the nearest fire alarm pull station
3. Call North York Fire Department – 911
4. Fire the fire only if you are confident that it may be controlled with the portable fire extinguishers located in corridors.
5. Evacuate using the nearest exit. DO NOT use the elevators.
If the nearest exit is impassable, try an alternate exit.

IF YOU HEAR THE FIRE ALARM

1. STOP whatever you are doing.
2. Be prepared to exit. Await instructions from Floor Wardens and Assistant Floor Wardens.
3. If instructed to leave the building, proceed down exit stairs to the exterior of the building. DO NOT use the elevators.
4. Ensure that visitors leave by the proper exit.

NORTH YORK FIRE EMERGENCY

911

Obey instructions for the Floor Wardens and Assistant Floor Wardens.



For more information call:

Rogério De Paiva
Manager, Security & Life Safety Yonge
Corporate Centre
Tel: 416-224-7675
Fax: 416-222-8452
Email: rogerio.depaiva@cadillacfairview.com