



# **Bay Adelaide Centre LIFE SAFETY**

## **SAFETY PROCEDURES**

### **IMPORTANT NUMBERS**

Toronto Emergency Services	911
Brookfield Emergency (24 hours)	647-260-1111
Security (24 hours)	647-260-1136

### **EMERGENCY STEPS**

#### **STEP 1. DIAL 911**

State your name, Nature of Emergency, Building Location, Floor #, Department

#### **STEP 2. DIAL 647-260-1111**

Relay same information to Building Security as to 911 operator.

**STEP 3. Notify Benny Testani - 416-777-3767, Roxanne Knight - 416-777-3330  
or Joyce Richards - 416-777-8477**

### **FIRE ALARM SOUNDS**

**Alert Tone – Intermittent beeping tone of one pulse every three seconds.**

- Remain at your work station, but be prepared to leave the building if necessary
- Listen to announcements/instructions via the voice communication system
- Follow the instructions of your Life Safety Team

**Evacuation Tone – Rapid siren tone**

- Immediately evacuate via the nearest fire exit, closing doors behind you
- Alternate exits are on crossover floors (approx. every 5 floors)
- Follow the directions of your Life Safety Team
- Do not use elevators
- Do not return until a member of your Life Safety Team, a Fire Official or Brookfield Properties personnel has announced that the alarm condition has been cleared

### **EXIT ROUTES**

**EAST STAIRS** – Empty to the building's main Lobby; exits are to Adelaide Street.

**WEST STAIRS** – Empty to a crossover on the 2<sup>nd</sup> Floor; follow the path down to street level; exit is to Temperance Street.

### **PRA'S (PEOPLE REQUIRING ASSISTANCE)**

Upon hearing the evacuation alarm, all staff who require assistance to evacuate the building will proceed to the service elevator area where they are to assemble. . (In such situations, a special passenger rescue will be carried out to assist in moving the individual out of the building via the service elevators.)



# *Welcome to the Bay Adelaide Centre*

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## **ASSEMBLY AREA**

The designated KPMG assembly area is in Nathan Phillips Square (City Hall). The respective Senior Fire Wardens will let everyone know when it is safe to return to the building.

## **LIFE SAFETY TEAM**

### **LIFE SAFETY TEAM RESPONSIBILITIES**

**SENIOR EVACUATION WARDEN** - Oversees the Life Safety Team for their floor. In the event of an emergency, the Senior Warden will direct and oversee the orderly evacuation of all staff on that floor. Upon hearing the evacuation alarm, the Senior Warden will proceed to the server room on their floor and wait for both Search Wardens to check in and submit the list of staff that refuses to leave. Once they have done so, the Senior Warden ensures that all of the Evacuation Warden Team exits the building, and proceeds to the Assembly Area with the list of staff who refuses to leave, where they coordinate with Benny Testani and the other Senior Wardens.

**DEPUTY EVACUATION WARDEN** – Upon hearing the evacuation alarm, the Deputy Warden checks in with the Senior Warden and assists wherever help may be needed. If none is required, they exit the building and proceed to the Assembly Area. In the absence of the Senior Warden, the Deputy Warden assumes that role (as described above).

**SEARCH WARDEN** – Upon hearing the evacuation alarm, Search Wardens will check in with the Senior Warden and then conduct a systematic search of their assigned area, notifying all staff that they need to evacuate the building. If a staff member refuses to leave, the Search Warden will write down the name and location (office number) of the staff member and report it to the Senior Warden, who will be located in that floor's server room. Once the Search Warden has completed the search and submitted the list to the Senior Warden, they will exit the building and proceed to the Assembly Area.

**STAIRWELL WARDEN** - Upon hearing the evacuation alarm, Stairwell Wardens will check in with the Senior Warden and then proceed to their assigned emergency stairwell where they will check that the exit is safe. They will then direct all staff to make use of the exits in a calm and orderly manner. Stairwell Wardens will remain at their assigned location until notified by the Senior Warden, at which point they will exit the building and proceed to the Assembly Area.

**ASSISTANT PERSONNEL** - Upon hearing the evacuation alarm, the Assistant Personnel will check in with the Senior Warden and then proceed to the service elevators, where all staff who require assistance to evacuate the building will assemble. If there are any staff on that floor who are unable to evacuate, the Assistant Personnel will advise the Security Operations Centre using the red firefighter phone located by the emergency exit stairwells. (In such situations, a special passenger rescue will be carried out to assist in moving the individual out of the building via the service elevators.)

**BACKUP PERSONNEL** - Upon hearing the evacuation alarm, Backup Personnel will check in with the Senior Warden and assist wherever help may be needed, filling any of the positions above as necessary.