

STOCK EXCHANGE TOWER EMERGENCY



FIRE WARDEN EVACUATION PROGRAM

GENERAL FIRE WARDEN ASSISTANCE FIRE WARDEN PERSONS REQUIRING ASSISTANCE

GENERAL

As a required safety precaution, each floor shall have two (2) Fire Wardens and two (2) Assistant Fire Wardens. In the case of a multi-tenant floor, each company shall have one (1) Fire Warden and one (1) Assistant Fire Warden. All wardens are to be appointed by their respective companies.

FIRE WARDEN DUTIES

- Be in complete charge of their floors during an emergency
- Appoint an Assistant Fire Warden who will assume the Fire Warden's duties in case of the Fire Warden's absence.
- Put on an identification armband and assume the responsibility of keeping all floor occupants calm while directing them to the nearest emergency exit.
- Confirm with the Assistant Wardens that they understand any directions given through the address system.
- Make sure Assistant Wardens do a floor search as well as a washroom check.
- Ensure that any "persons requiring assistance" are moved to the elevator lobby without endangering themselves or others and ensure they have a "buddy" to stay with them and use the fire phone to let Security and fire personnel know they are there.
- Follow all other occupants from your floor down the stairwell.

When your evacuation destination has been reached, report the status of your floor to the Security Desk using the fire phone on the re-entry floor or in person to the Security Desk on the main floor.

ASSISTANT FIRE WARDEN DUTIES

- Put on an identification armband and proceed to the elevator lobby to receive instructions from the Fire Warden.
- Remind each occupant to remain calm.
- Follow the Fire Warden's directions and orders.
- If the Fire Warden is absent, take over all duties of the Fire Warden. This will be prearranged with the Fire Warden of who is take over.
- Do a floor and washroom check.
- Assist persons requiring assistance if needed

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PERSONS REQUIRING ASSISTANCE

A person requiring assistance is defined as anyone who, because of a temporary or permanent condition, may require assistance down the stairwells. Examples of such conditions are heart condition, broken leg, pregnancy, etc.

All persons requiring assistance and the Fire Warden should be aware of the following:

- Make sure that the Floor Warden and building Security are made aware of any persons requiring assistance. Their name must be on the Security list so that they will receive the assistance required.
- Please contact the Security Desk at (403) 777-5883 to ensure we have their name, floor location and that we are aware of their condition. Individuals who wish to keep this information confidential may notify the Security Desk on the main floor using a sealed envelope marked "Confidential – To be opened by Fire Department or Emergency Evacuation Personnel".
- All persons requiring assistance should have a "buddy" to aid them in the event of an emergency. They should agree before hand how they will evacuate if the need arises and advise the Fire Warden.
- Have the buddies move the person requiring assistance to the elevator lobby and wait for instructions on the address system or from the Fire Warden.
- Buddies should stay with the person at all times. Via the fire phone, it may also be decided that the Fire Department will come up and remove the person.
- If an unlisted person requiring assistance is present in your area, the Fire Warden will enlist as many persons as necessary to evacuate the person.
- Follow the wishes of the persons in need of assistance so long as their safety and yours is not jeopardized.

Follow the instructions of the Fire Warden and let them know if you have any problems. They can get in contact with the Fire Department or the Security Desk for assistance via the fire phone.