

Fire and Emergency Evacuation Procedure

**YK Centre East
4915 – 48th Street**



NPR Commercial Property

In An Emergency...

Leave The Building!!!

- 1 Get out of the building.**
 - ▶ Help those in danger & notify others along the way.
- 2 Go to the Emergency Exits.**
 - ▶ Use stairs that lead to first floor and then out the doors into the parking lot.
- 3 If the Emergency Exit is blocked, go to the Second Exit.**
- 4 Go to Meeting Place outside the building.**
 - ▶ Meet in the YK Centre East parking lot behind the building. If inclement weather, then inside the lobby of the Goga Cho Building
- 5 Don't go back until it is safe.**
 - ▶ The Fire Department & Building Warden will tell you when it is safe.

**WHAT TO DO IN AN EMERGENCY
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FIRE SAFETY PLAN

SMOKE OR FIRE

When you see smoke or fire:

- Tell people close by. Say loudly, "Fire! Leave the building right now!"
- Go to the fire alarm and pull it. This turns on the alarm for the building. (Fire boxes are next to the stairway doors and by the front door.)
- Now, leave the building with other staff.
- Unlock and close your office door behind you. This will help contain any fire but Will give immediate access for the fire department

WHO CALLS THE FIRE DEPARTMENT?

The Building Warden calls the Fire Department at 873-2222. Tell them:

- The problem – Smoke or fire?
- Name of building – YK Centre East
- Address of building – 4915 – 48th Street
- Any other important information

If the Building Warden is not at work, the assigned Floor Warden will call.

WHICH WAY DO WE GO?

Every person in the building must leave. Use your Main Exit. If it is blocked, use the Second Exit:

Which Floor	Main Exit	Second Exit	Meeting Place
3	Emergency exit stairwell at both ends of the building	Central Stairwell	Meet in the parking lot of YK Centre East. If weather inclement, then inside the lobby of the Goga Cho Building.
2	Emergency exit stairwell down hall to left of elevator	Central Stairwell	
Main	Back Door (into parking lot)	Front Door (onto 48 th Street)	
Basement	Main Stairs	none	

DO NOT GO BACK IN THE BUILDING

WHO HELPS PEOPLE WITH DISABILITIES?

People with disabilities are to remain in the hallway near the elevators; this is the designated safe zone. The floor warden will assign an escort to stay with the person with disabilities until the fire department arrives. The floor warden will report to the building warden the location & names of the people with disabilities. If the hallways begin to fill with smoke the person with disabilities and the escort should go into the stairwell and wait for the fire department. Do not attempt to go down the stairs wait for the fire departments assistance

WHEN TO GO BACK INTO THE BUILDING?

The Fire Department will tell the Wardens when it is safe for you to go back in the building.

WHO ARE THE WARDENS?

See the last page of plan for list of wardens

WARDENS AT THE FIRE

Building Warden

- Call the Fire Department
- Talk to the Fire Department Senior Officer when they arrive
- Report whether all the people are out of the building and floors with any persons with disabilities
- May be asked to guide the Fire Department inside the building

Floor Wardens:

- Check every place in your area to make sure everyone is out of the building
- Check to see if all office doors are closed. If not, unlock the door and close
- One floor warden should go out the primary exit and one the secondary exit to ensure no-one is in the building
- If someone refuses to leave the building, leave yourself and advise the building warden where the person is so the fire department can rescue them
- Report to the Building Warden that your area is clear & advise of any Persons with Disabilities and their location
- Go to the meeting place.

PUTTING OUT THE FIRE

Safety comes first

If the fire is very small and you have training, you may try to put out the fire. If there is any doubt, leave the building. Your safety is more important than the building.

MEDICAL EMERGENCIES

The Floor Warden should take charge of the situation and:

- Secure the scene (move people away from the source, make sure there is no immediate danger in the vicinity)
- Do not move the person unless it is absolutely necessary
- Start first aid or ask a First Aider to start first aid (assess injury and stop any major bleeding or etc., cover with a blanket, try to keep the person calm)
- Call (or tell a calm staff member to call) the Fire Department (873-2222). Tell them:
 - Whether or not is a medical emergency
 - What happened or what type of injury it is
 - Name and address of building (YK Centre East 4915 – 48th Street)
 - Your name and phone number
- Tell a staff member to meet the Fire Department at the door and show them the way
- Clear furniture out of the path to the victim, so Emergency crew can move quickly.

BOMB THREAT

It's important that all bomb threats are taken seriously and proper procedure be taken in all cases, unless there is sufficient evidence to think otherwise

If you receive a bomb threat, tell the Building Warden right away.

If the bomb threat is by **phone**:

Try to get as much information as possible from the caller

- Listen carefully to the person
- If your phone has call display, write down the number it shows
- Ask the caller to repeat the message
- Ask where the bomb is
- Ask when it will explode
- Stay calm and try to get as much information as you can.

If it is by **written message**:

- Leave message where you found it and **DO NOT** touch it.
- Contact Building Warden and the police immediately.
- Evacuate the building.

If discovered **within the building**:

- Leave it exactly where you found it, and do not touch it.
- Contact the Building Warden and the police immediately.
- Evacuate the building.

EMERGENCY PHONE NUMBERS

RCMP: 873-1111

FIRE AND AMBULANCE: 873-2222

CITY MUNICIPAL ENFORCEMENT: 920-5630

NPR COMMERCIAL AFTER HOURS: 765-8685

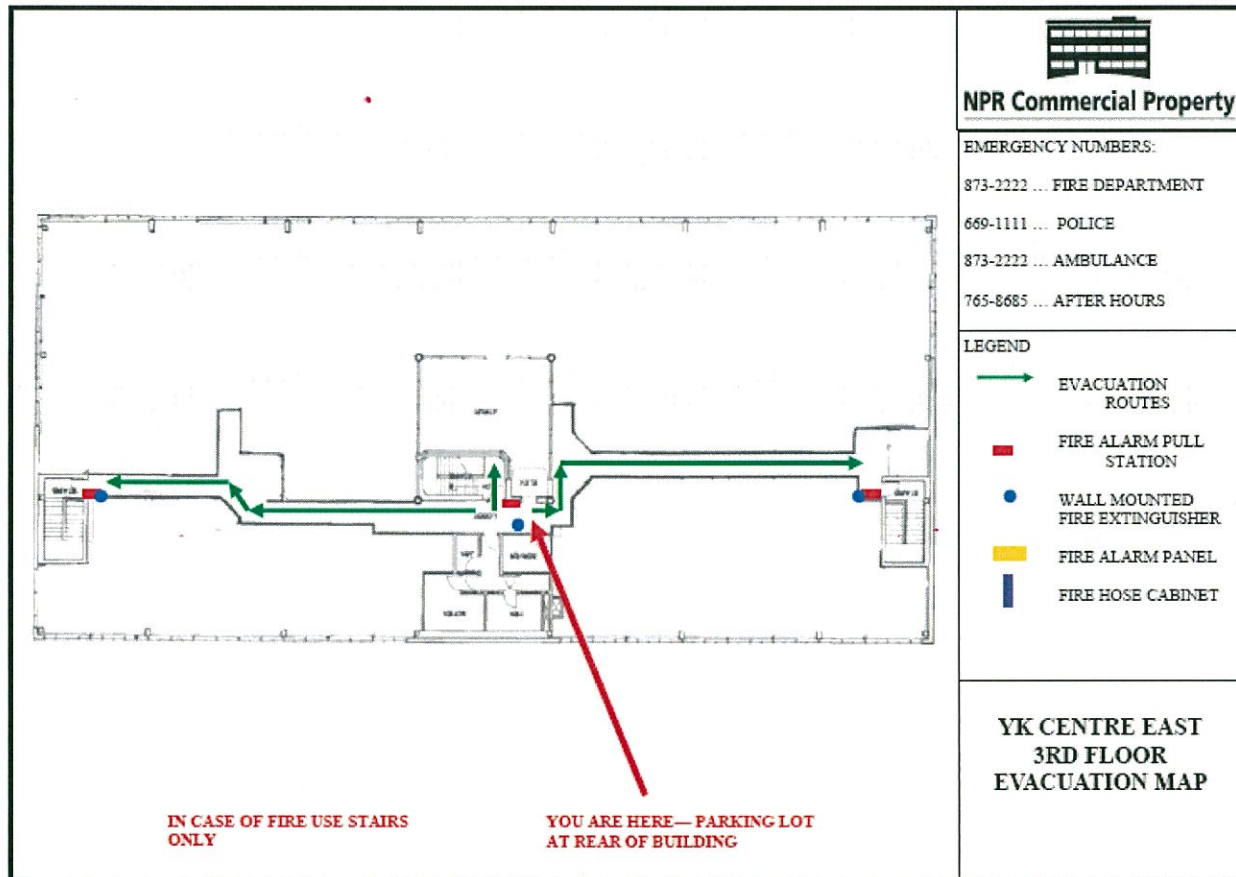
**YK Centre East
4915 – 48th Street**

LOCATION OF FIRE EXTINGUISHERS, HOSES AND FIRE ALARMS

Third Floor

Fire Alarms
Hose & Fire Extinguisher

THIRD FLOOR PLAN

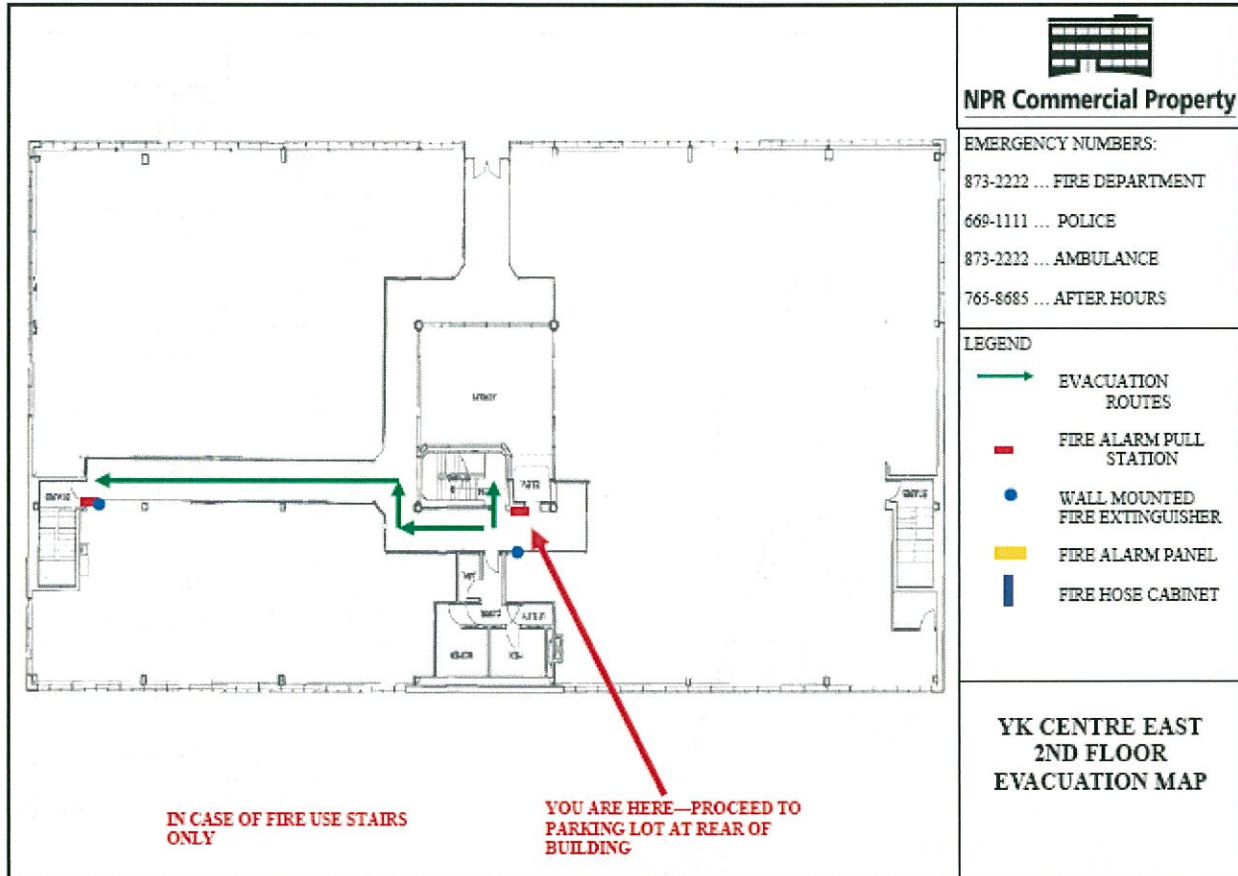


**YK Centre East
4915 – 48th Street**

Second Floor

Fire Alarms
Hose & Fire Extinguisher

SECOND FLOOR PLAN

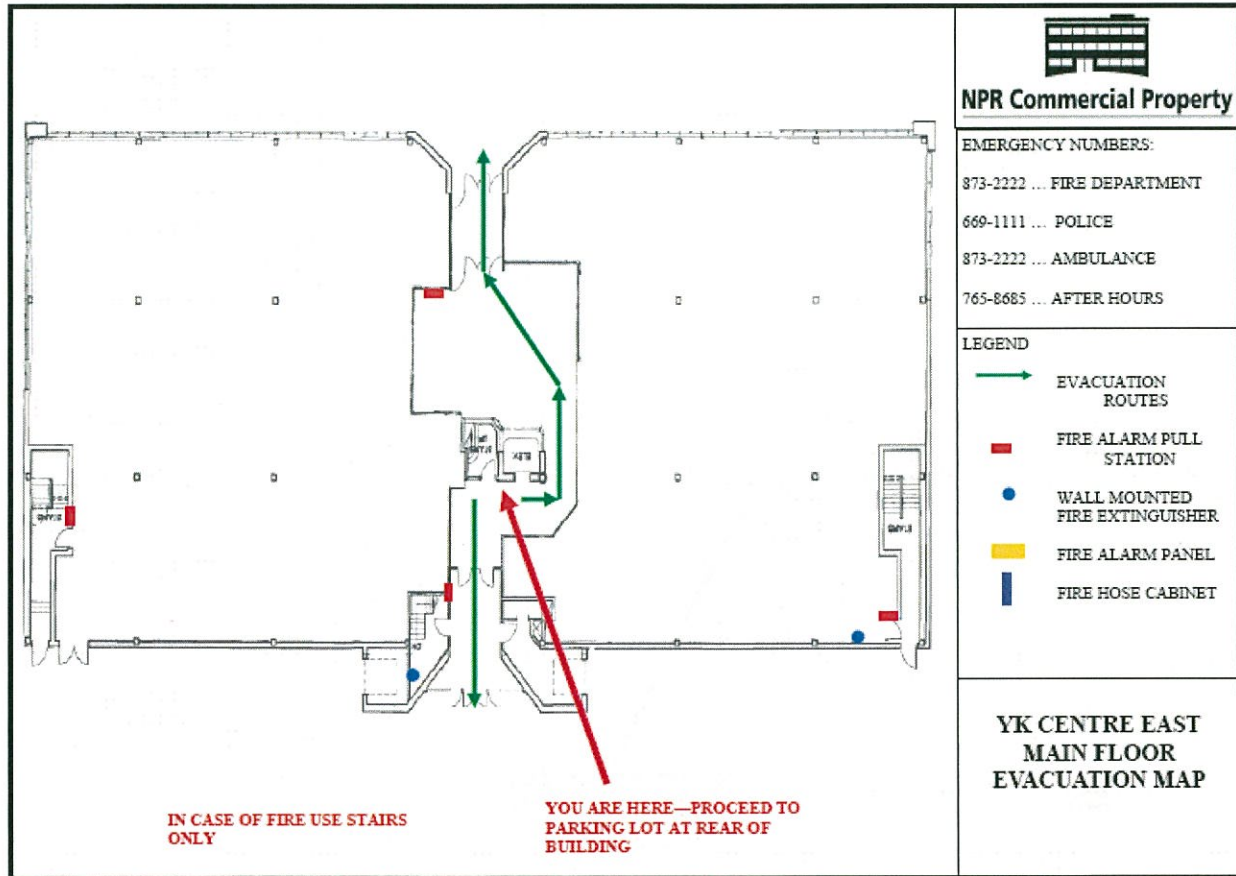


**YK Centre East
4915 – 48th Street**

Main Floor

Fire Alarm
Hose & Fire Extinguisher

MAIN FLOOR PLAN

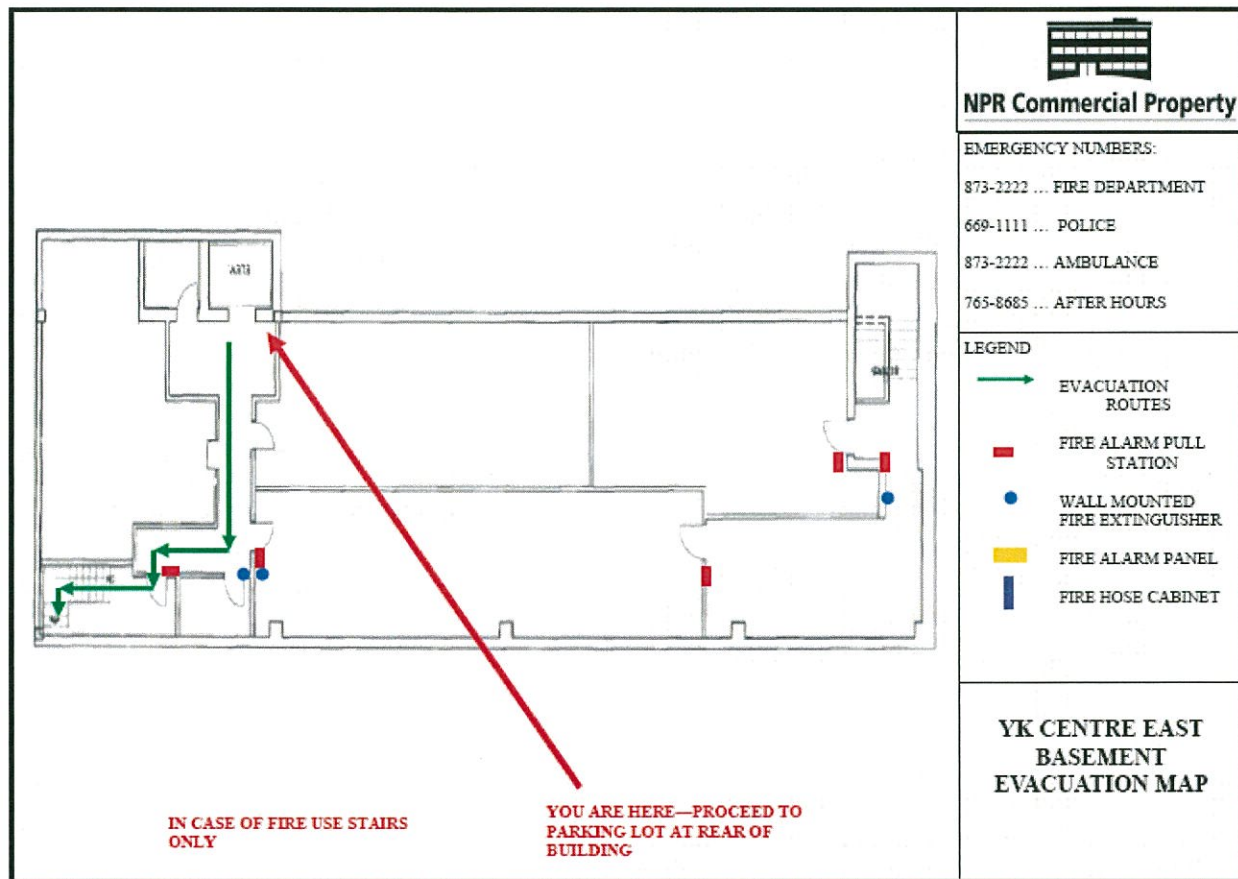


YK Centre East 4915 – 48th Street





Basement

Fire Alarms
Hose & Fire Extinguisher

BASEMENT FLOOR PLAN



CLASSIFICATION OF FIRES

Class	What is Burning	How To Put It Out
	<p>Class A - Wood, paper, cloth, trash, plastics Solid combustible materials that are not metals. (Class A fires generally leave an Ash.)</p>	<p>Dry chemical Multi-purpose dry chemical Water Foam</p>
	<p>Class B - Flammable liquids: gasoline, oil, grease, acetone Any non-metal in a liquid state, on fire. This classification also includes flammable gases. (Class B fires generally involve materials that Boil or Bubble.)</p>	<p>Multi-purpose dry chemical Foam Carbon Dioxide Halon</p>
	<p>Class C - Electrical: energized electrical equipment As long as it's "plugged in," it would be considered a class C fire. (Class C fires generally deal with electrical Current.)</p>	<p>Multi-purpose dry chemical Carbon Dioxide Halon</p>
	<p>Class D - Metals: potassium, sodium, aluminum, magnesium Unless you work in a laboratory or in an industry that uses these materials, it is unlikely you'll have to deal with a Class D fire. It takes special extinguishing agents (Metal-X, foam) to fight such a fire.</p>	<p>Dry powder only</p>

DUTIES OF THE BUILDING WARDEN

Administration

- Appoint and organize staff to be Floor Wardens
- Arrange for safety training of wardens and staff
- Make fire safety plan and keep it up to date
- Make sure every employee has a copy of the fire safety plan
- Post the plan on each floor
- Respond to concerns about fire and safety hazards

In an Emergency

- Proceed to the rear exit of the building to meet with the floor wardens, ensure that you wear your “White Hardhat” to identify yourself to the floor wardens
- Identify yourself to the Senior Officer from the Fire Department.
- Tell the officer if there are special concerns (such as, people needing assistance to evacuate).
- Listen to reports of Floor Wardens. Tell the Senior Officer about any problems.
- When evacuation is complete, tell the Senior Officer.
- Provide information as needed on the building, its occupants, and its contents.
- Assist the Fire Department in any way required.

DUTIES OF THE FLOOR WARDENS

Administration

- Inspect your area for fire hazards once a month.
- Check all hoses and extinguishers to be sure they haven't been tampered with.
- Talk to new staff about the fire safety plan and be sure they know the evacuation procedure.
- Make sure the floor safety plan is posted.
- If an employee in your area will need help to evacuate, make a plan for that help. Be sure that all co-workers know what the plan is.
- Take part in meetings with other wardens.

In an Emergency

- Direct the evacuation of your area while wearing your “Yellow Hardhat” to identify yourself.
- Search all rooms, washrooms, and storerooms to make sure everyone leaves in an emergency.
- Unlock and close all office doors.
- Assign an escort to wait with any persons with disabilities
- One floor warden should leave via the primary exit and one via the secondary exit to ensure all occupants are safely out.
- Report to the Building Warden at the rear of the building or the Fire Department when your area is empty.
- Go to the meeting place with other staff.

**YK Centre East
4915 – 48th Street**

Building Warden: Pat Loeppky (873-4085) NPR Commercial Property		
	Name	Department/Division
3	Barbara Ruiz (920-6108) Darlene Nitah (873-7450) Cherie Randell (920-3378) Kim Powless (920-8047) Diana Baggs (920-6686 ext 6)	Legal Aid Law Office Legal Services Board Maintenance Enforcement NWT Rental Office Transport Canada
2	Gaspard Kabanga (873-6555) Pauline Miller (873-7964) Phil Burgess (669-5520) Robyn Farrington (447-0170)	Commission Scolaire Francophone Sombe K'e Legal Aid Lawson Lundell YHSSA
1	Randi O'Brien (765-7710) - Sheena Rowsell (alternate)	Yellowknife Primary Care Centre
Basement	Annegret Horton (920-6296)	YHSSA