



BULLETIN

Life Safety

Given the current state of emergency in the Province we want to assure Tenants we are prepared to manage emergency situations as they may occur. Currently, we have a full security team in place; should we start experiencing absenteeism, we have plans prepared to maintain operation. Emergency response is critical and will take priority over any other tasks. We are confident we will continue to respond and manage emergencies effectively. This bulletin addresses two emergencies that could occur in a high rise building; if you would like to discuss our response to other emergencies, please contact Andrei Rotundu, Manager, Security and Life Safety.

Fire Alarm Response

Fire alarm response is shared with a few tenant volunteers – the Fire Wardens. They are a key part of our life safety plan coordinating the floor evacuations and helping persons requiring assistance to evacuate. As more and more tenants are working from home, we are concerned there may not be Fire Wardens to perform these critical duties on the floors still occupied. If there are employees working on-site, please consider:

- Do they know what to do in case of a fire alarm?
- Are there any Fire Wardens to ensure your employees evacuate safely?
- Are there any persons requiring assistance to evacuate? Are there enough employees still working on-site with them to assist them if they need to evacuate?

Considering the recommendations for social distancing and no public gathering, there may be reservations regarding evacuating. **Please treat all fire alarms as real and follow the instructions over the PA system.** We currently have approximately 20% of the normal building population and this number is lower each day. Under these conditions, social distancing recommendations can be applied and still evacuate in an effective manner:

- If evacuating from your floor into the stairwell, if there are any people inside, wait for them to pass and follow at a distance
- If evacuating to the next cross-over floor, if there are already people there and there is not enough room to maintain an appropriate distance, evacuate to the next cross over floor, or evacuate to the outside muster point
- If evacuating to the outside muster point, maintain an appropriate distance from the other people while waiting for the all clear message to return to the building
- While in the stairwell, for safety, use the handrail and after exiting the stairwell, use hand sanitizer to clean your hands

A copy of the building's Fire Warden Manual is attached for distribution if required.

Medical Emergency Response

If a medical emergency occurs:

- Call 911 and follow the operator's directions
- When giving the operator your address and location, **specify to contact building Security when arriving. Your elevator floor may be locked and a building card required for access. Security staff will meet EMS and provide access to your location**
- **Call building security at 403-716-2000 and inform them of the emergency and your location**

If you have any questions, please contact Andrei Rotundu, Manager, Security and Life Safety at Andrei.rotundu@quadreal.com / 403-202-7511.