



Floor Warden and Emergency Procedures Training

FIRE AND LIFE SAFETY VIDEO

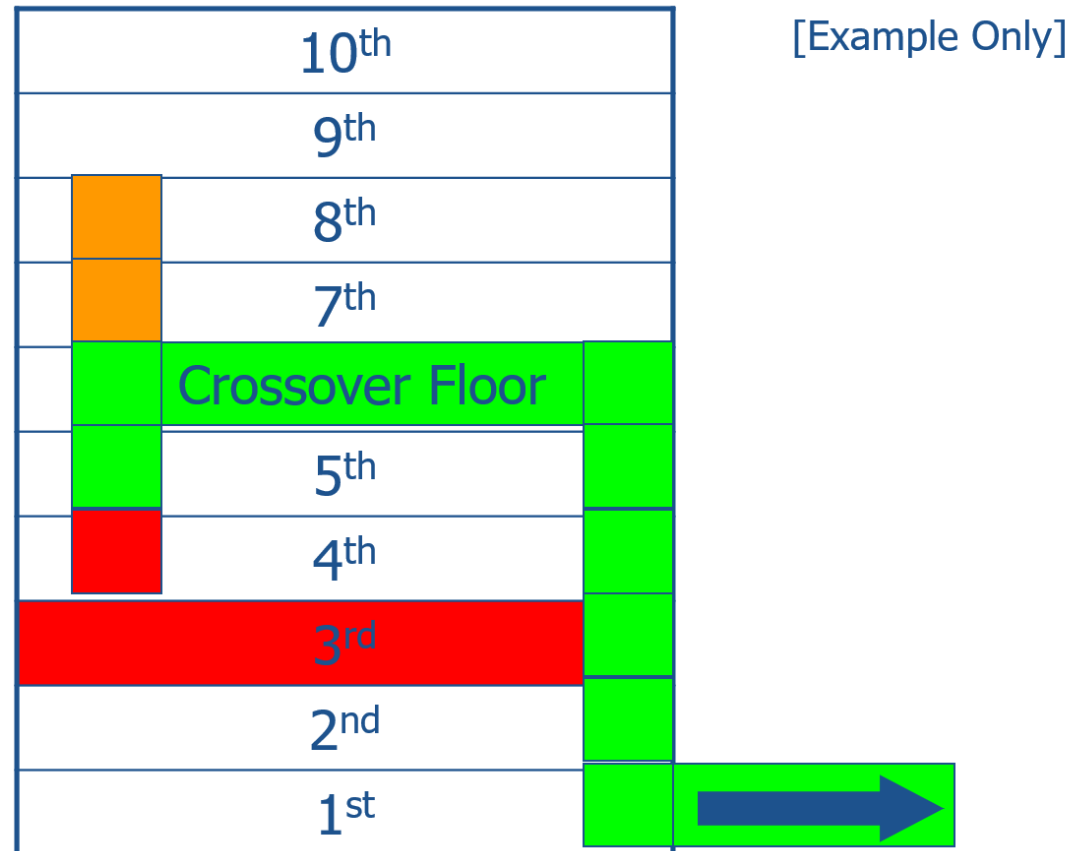
[Fire & Life Safety Video](#)

IF YOU DISCOVER A FIRE

1. Get yourself and others out of immediate danger and close the door leading to the affected room or area
2. Activate the nearest Fire Alarm Pull Station, notify occupants in your area and leave the building via the nearest exit stairwell
3. Call 911 and advise of the situation
4. Call the Southcore Financial Centre Emergency Line at (416) 861-9188 and advise Security of the situation
5. Report to the designated assembly area



EXIT SYSTEMS: CROSSOVER FLOORS



WHEN THE ALARM IS ACTIVATED

- Elevators recall to ground floor
- Magnetic locks release
- The floor of the alarm, and the floors above and below, hear the Evacuation signal—The fast tone
- All other floors hear the Alert tone (standby) - The slow tone
- Announcements are made to all areas

EVERYONE SHOULD KNOW:

- The locations of all exits from their floor
- The layout of the floor
- The two fire alarm tones (Alert & Evac)
- Individual company policies and procedures
- Your building assembly area





FLOOR WARDEN/ASSISTANT FLOOR WARDEN RESPONSIBILITIES

- The leader of the team for the floor
- Ensure team is fully staffed and trained
- Gather and organize the team in the elevator lobby
- Assist with the sweep of the floor
- Ensures that stairways are used equally



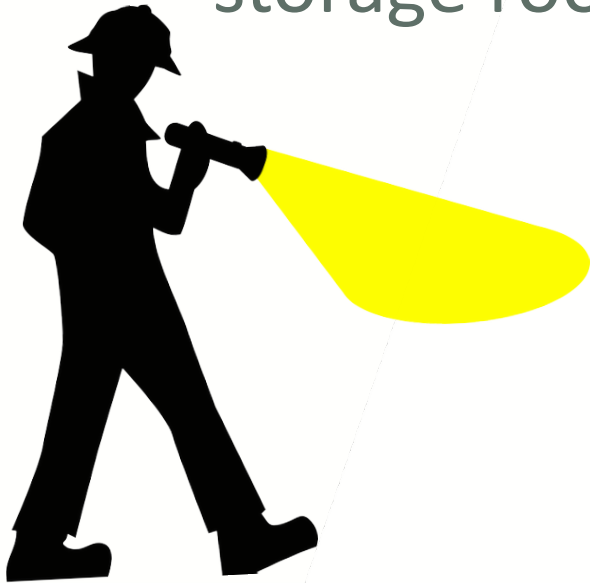
**FLOOR
SEARCHER**



**FLOOR
SEARCHER**

SEARCHER RESPONSIBILITIES

- Search all areas of the floor and directs occupants to the exits
- Pay special attention to washrooms, storage rooms and meeting rooms





EXIT MONITOR RESPONSIBILITIES

- Reports to assigned exit when evacuation alarm starts
- Carefully checks stairway for any sign of smoke or fire
- Ensures that occupants:
 - Do not bring unnecessary items into stairwells
 - Are not on their cellular devices
 - Wearing safe shoes
 - Remain calm and orderly

PERSONS REQUIRING ASSISTANCE /ASSISTANCE MONITORS

1. Occupants who are unable to exit via the stairwells should proceed to the nearest stairwell exit and wait by the fire phone outside of the stairwell door with their assigned Assistance Monitor.
2. If your floor is the affected floor, Occupants should wait inside the stairwell. Remember – the Stairwells are the safest place to be.
3. Evacuations will be conducted by Emergency Personnel *if deemed necessary*
4. Once the fire alarm is resolved, Security Personnel will conduct a search of the stairwells to ensure all occupants have left and no one requires further assistance

IMPORTANT TO REMEMBER

- Be prepared – don't wait until an emergency to create a team
- Be confident – people are looking to you for leadership
- Be flexible – things don't always go according to plan
- Remember your duties do not end when you leave the floor – you have to get your group outside and to the designated assembly area



MEDICAL ASSISTANCE

EMERGENCY STATISTICS 2018

Fire Alarms – 16

Medical Incidents – 37

MEDICAL EMERGENCIES

1. Call 911 and advise of the situation
2. Call the Southcore Financial Centre Emergency Line at (416) 861-9188 and advise Security of the situation
3. Follow the directions of Building and Emergency Personnel
4. Arrange for someone to meet Security Personnel in the elevator lobby





**SUSPICIOUS
PERSON**

SUSPICIOUS PERSONS/ACTIVITY

1. If you observe a person on your floor that you do not recognize, approach and ask if you can assist
2. If the person refuses to comply, is not able to present a building pass card, or you do not feel comfortable speaking with the person, call the Southcore Financial Centre Emergency Line at (416) 861-9188 and advise Security of the situation
3. Provide Security Personnel with a description of the suspicious person, last known location and the direction of travel. Security Personnel will be dispatched to your location



SUSPICIOUS PACKAGE

SUSPICIOUS PACKAGES

1. Do not assume the package is harmless
2. Do not touch or disturb the package
3. Call the Southcore Financial Centre Emergency Line at (416) 861-9188 and advise Security of the situation
4. Follow the directions of Building and Emergency Personnel



BOMB THREATS

Questions to Ask:

1. Where is the bomb?
2. When will the bomb go off?
3. What type of bomb is it?
4. Why are you doing this?
5. Who are you?

BOMB THREATS

Things to remember:

1. Remain Calm
2. Listen for background noise (train, construction, heavy traffic)
3. Listen for identifying markers (accent, lisp, studder)
4. Exact words
5. Record if possible (record call, Caller ID)
6. Know your companies policies and procedures

QUESTIONS?

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