
PWGSC
Atlantic Region
Renovations to AAFC Lab
Bldg 25, SJRDC, St. John's, NL
Project No. R.078141.001

March 2016

APPENDIX C

Agriculture & Agri- Food Canada

Emergency / Evacuation Plan

St. John's Research & Development Center

Building Information

- 1) Owners: Agriculture & Agri-Food Canada**
- 2) Number of Occupants: 28**
- 3) Number of Floors: 3**

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Emergency Evacuation Plan

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Emergency Telephone Numbers

4.

Responsible Building Authority:	Cherri Dooley Integrated Services Manager St. John's Research and Development Center Agriculture & Agri-Food Canada Room M25-6 Office: 709-772-4677 Cell: 709-746-2466
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Chief Emergency Warden	Scott Newport Facilities Manager St. John's Research and Development Center Agriculture & Agri-Food Canada Room M25-10 Office: 709-772-8863 Cell: 709-765-3760
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Deputy Chief Emergency Warden	Steve Warren Machinery Maintenance Craftsman St. John's Research and Development Center Agriculture & Agri-Food Canada Room SB-2 Office: 709-772-4173 Cell: 709-690-6017
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Fire / Emergency	9-911
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St. John's Fire Department:	9-722-1234
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Local Municipal Police Force:	9-729-8000
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Ambulance:	9-737-6320
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Departmental Security Office:	N/A
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Nursing Staff:	N/A
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Commissionaire's Desk:	N/A
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Property Manager:	Cherri Dooley Office: 709-772-4677 Cell: 709-746-2466
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GSC Duty Officer:	N/A
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Building Engineer:

Scott Newport

Office: 709-772-8863

Cell: 709-765-3760

Bomb Threat Trace:

N/A

Chubb Edward Security:

1-800-387-0771

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SECTION I

GENERAL INFORMATION

1.1 Regional Office of Labour Canada - Authority

The Regional Office of Labour Canada has the authority to determine your building's evacuation procedures and to review and approve its emergency evacuation plan.

1.2 Fire Department's Authority

In the event of an alarm, the Fire Department will take charge of the situation once they appear on the scene. Prior to their arrival, the CEW is in charge. Only the officer-in-charge of the Fire Department can authorize the fire alarm system to be re-set and the occupants to re-enter the building.

1.3 Fire Department Entrance

The Fire Department will normally respond to the **Front Entrance** where the CEW will contact the officer-in-charge, explain the situation and provide any keys and floor drawings that may be needed.

1.4 Fire Department Equipment

This building contains the following fire protection equipment:

- Fire alarm annunciator panel
- Fire alarm control panel
- Emergency generator and fuel supply
- Emergency lights and Exit signs
- Standpipe hose cabinets
- Ventilation fan controls
- Oil/natural gas shut-off
- Electrical room(s)
- Heat detectors
- Smoke detectors
- Portable fire extinguishers

1.5 Building Core Working Hours

The normal working hours of all site buildings are from 7:45 a.m. to 4:30 p.m.

1.6 Evacuation Drill Requirements

In accordance with Fire Commissioner of Canada Policy, this building will hold one drill annually. All occupants will participate.

Note: A false alarm is not a drill

1.7 Pre-planning Fire Drills

The CEW will notify the Regional Office of Labour Canada, the Property Manager two weeks in advance of any drill and invite them to attend.

Notify St. John's Fire Department prior to drill at 1-709-722-1234

Notify Chubb Edwards monitoring prior to drill.

A meeting will be held to pre-plan the drill. A de-briefing session will be held with the Building Emergency Organization after carrying out the drill.

1.8 Occupant's Training

Building occupants will be instructed on their responsibilities both as individuals and as members of a group for helping to ensure their own safety and the safety of others in the building.

A) A copy of the one-page Fire Orders will be issued to all new employees. The FEW or supervisor should also brief them on the following points:

- Location of the Fire Alarm pull stations;
- The location of the fire extinguishers in their work area;
- Fire prevention steps appropriate to their environment;
- Procedures for evacuating mobility-impaired persons;
- Location of exits.
- Location of muster station

B) Building occupants will be reminded of:

- The location and contents of the posted Fire Orders;
- The location of fire extinguishers and other fire protection equipment in their work area;
- Fire prevention steps appropriate to their work environment

C) The Fire Emergency Organization shall meet after every alarm condition or at least annually.

1.9 First-Aid Post

In the event of an alarm, a temporary first aid post will be established at the corner of parking lot by the Duck Pond.

1.10 Fire Evacuation Methods

On sounding of alarm, all occupants will evacuate the buildings immediately through the closest exits.

1.11 Fire Orders A copy of the Standard Fire Order is located in Appendix "A".

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Fire Emergency Organization

Chief Emergency Warden:	Scott Newport
Deputy Chief Emergency Warden:	Steve Warren
(2 nd Floor) Floor Emergency Warden:	Danielle Power
Deputy:	Samir Debnath
(1 st Floor) Floor Emergency Warden:	Lordwin Jeyakumar
Deputy:	Wayne Malloy
Outside Building Emergency Warden:	Scott Edmonds
Deputy:	Chris Gibson
Building Services Officer:	Steve Warren
Deputy:	N/A
Traffic Control Officer	Danielle Power

BUILDING EMERGENCY ORGANIZATION

ROLES AND RESPONSIBILITIES

2.1 OSH SECTION

- Establish and implement an annual facilities fire inspection program.
- Assist in conducting fire prevention studies when required/requested.
- Assist in providing advice on fire prevention matters based on research of Fire Codes and Regulations available.
- Advise the Fire Emergency Organization and the Occupational Safety and Health Committee on fire safety matters.
- Assist when required to review or take part in all inquiries and investigations following a fire, consulting technical experts as necessary.
- Organize training courses.
- Plan shared with OSH Committee and all roles and responsibilities of Committee will be implemented.
- Deputy Responsible Building Authority.
- FEO established, training plan to be enacted.
- Emergency Evacuation Plan is been accessed for approval and implementation.

2.2 RESPONSIBLE BUILDING AUTHORITY (RBA)

- Appoint a Deputy Responsible Building Authority.
- Supervise the establishment, training, maintenance and administration of the Fire Emergency Organization.
- Review and approve an Emergency Evacuation Plan for his/her building and ensure its implementation and administration.

ROLES AND RESPONSIBILITIES

2.3 CHIEF EMERGENCY WARDEN (CEW)

(CEW)

- Ensure the day-to-day implementation of the fire protection/prevention requirements.
- Recommend to RBA Floor Emergency Wardens for each floor in the building, from personnel who are normally employed on that floor.
- Appoint at least two monitors for each mobility-impaired person working in his/her building.
- Ensure that Floor Emergency Wardens and monitors are instructed and trained in their individual responsibilities and the use of fire protection equipment.
- Maintain and administer the FEO, appointing replacements as required.
- Develop, maintain and implement an Emergency Evacuation Plan specifically for this building and submit it to the Responsible Building Authority for review.
- Distribute copies of the Emergency Evacuation Plan to all members of the FEO.
- Ensure security staff post orders comply with emergency evacuation plan.
- Establish liaison with other CEW in neighbouring buildings (Province) to make provisions for temporary shelter for occupants during bad weather or to provide first aid treatment.
- During an alarm, the CEW assumes authority for and control of the FEO and all building occupants until the Municipal Fire Department arrives.
- Ensures that the St. John's Fire Department has been notified (9-911)
- Reports in person to the Emergency Coordination Centre; receives any messages and gives directions as required; remains to assist the officer-in-charge of Municipal Fire Department Operations.

ROLES AND RESPONSIBILITIES

- Provide information, guidance and leadership to members of the FEO in the area of fire safety through meetings, program training sessions and other activities.
- Train Floor Emergency Wardens on how to perform regular visual inspections of premises to identify fire hazards and take immediate corrective action, or report the hazards to the CEW.
- Hold annual fire drills.
- Post FEO chart, building diagrams showing all fire protection equipment, instructions on emergency evacuation procedures to be followed in the event of fire or other emergency, in conspicuous places throughout the work premises.
- Report in writing to RBA when others assume duties than those appointed.
- File a written report to the RBA on all incidents of fires, false alarms or building evacuations.

2.4 DEPUTY CHIEF EMERGENCY WARDEN (D/CEW)

- Assist the CEW and acts as CEW in their absence.
- Names a suitable replacement in case of absence and notifies the CEW.
- Becomes familiar with and follows all the provisions of the Emergency Evacuation Plan.

D/CBEO

- Reports in person at the Central Control Facility; and
- Is prepared to assist the CEW or to act as CEW in their absence.

ROLES AND RESPONSIBILITIES

2.5 FLOOR EMERGENCY WARDENS (FEW)

- Arrange for transferring the FEW role and responsibilities should he/she be absent.
- Instruct all personnel on that floor regarding responsibilities, correct procedures in the event of an emergency, location of fire protection equipment and arrange for their training on the use of fire extinguishers and first aid.
- Undertake periodic inspections of the floor and report any faults to the CEW.
- Identify and report any fire hazards or fires to the CEW.
- Participate in the development of an Emergency Evacuation Plan for the building, in collaboration with the CEW.
- Be familiar with the Emergency Evacuation Plan and emergency procedures.
- Select, in collaboration with CEW, two monitors for each mobility-impaired person working on his/her floor.
- Provide a list of mobility-impaired persons on the floor and their monitors, to the CEW.
- Evacuate his/her floor during the course of the fire drill exercises.

FEW

- Assume responsibility for the safety of all personnel and visitors on the designated floor in the event of fire or other emergencies and report such emergencies to the CEW.
- Close fire and smoke doors when possible.
- Does not operate elevators unless the Municipal Fire Department Chief specifically gives authorization.
- Once the main evacuation flow is over, conducts visual sweep of all rooms, closets and washrooms to make sure that the floor has been completely evacuated.
- Ensures that the Monitors for each mobility-impaired person take appropriate action.
- Once the entire floor area has been completely evacuated, the FEW will report the floor area cleared to the CEW. Whenever a mobility-impaired person is present when a fire alarm sounds, one of the D/FEWs will be assigned to report the status of the floor; the FEW will remain to assist the Monitors in evacuating the mobility-impaired person(s). In all cases, the FEW will be last to leave the floor.

ROLES AND RESPONSIBILITIES

2.6 FLOOR EMERGENCY WARDENS FOR COMPUTER UNITS/SPECIAL AREAS

- Must be available so that one is always in charge of the unit during all shifts.

2.7 VOICE COMMUNICATION OPERATOR (VCO)

- Test voice communication system and emergency telephones on each floor, ensuring any faults are promptly corrected, and keep records as required.
- Must report to the Emergency Control Room located at the front entrance of the main building #25 by fire alarm panel as soon as an alarm sounds.

2.8 MONITORS

- The FEW in consultation with the mobility-impaired person, appoints two monitors.
- The monitor must be physically capable.

FEW FOR COMPUTER UNITS/SPECIAL AREAS

- Shut down the power to all equipment.
- Lock up classified material, if time permits.
- Ensure that everyone has evacuated the area and report it clear via red emergency phone.

VCO

- Must report to the Emergency Control Room as soon as an alarm sounds.
- VCO receives and transmits information using the Voice Communication System and/or conduct alarm-controlled evacuation under the direct supervision and control of the CEW and/or the Municipal Fire Department.
- Annotates Evacuation Checklist.

MONITORS

- Responds immediately to the mobility-impaired person; and
- If no fire emergency exists on the floor the monitor will bring the mobility-impaired person to the muster station, notify the FEW and remain there.

ROLES AND RESPONSIBILITIES

MONITORS

- They should have no mobility-impairment of their own (e.g., heart condition, epilepsy, asthma).
- Monitors should work the same hours as the mobility-impaired person they are responsible for.
- They should work either in the same area or close to the mobility-impaired so that they can respond quickly.

2.9 MOBILITY-IMPAIRED PERSONS

- Responsible to keep their monitor up-to-date on any changes of their situation, e.g., no longer mobility-impaired or situation deteriorated and new provisions required for transport, etc. out of the building.

.10 TRAFFIC CONTROL OFFICER

- Must be in good physical health and shall possess a strong voice.
- Must be able to demonstrate control and leadership of large crowd.

MOBILITY-IMPAIRED PERSONS

- If the fire emergency is on his/her floor, the mobility-impaired person will go with the Monitors down the stairwell to the assembly area. Monitors will then ensure that FEW is aware of their new location and number of persons involved.

TRAFFIC CONTROL OFFICER

- They will proceed directly to the outside of the building to the muster station and ensure that the occupants remain at least 100 m away (300 ft.) From the building so that:
 - the entrance remains clear of people in order that the evacuation and St. John's Fire Department operations can proceed without obstruction; and occupants are out of range of any falling glass and debris.

ROLES AND RESPONSIBILITIES

2.11 BSO/BUILDING ENGINEER

- Responsible for the maintenance or shut-down of mechanical devices, ventilation, water, gas and steam valves and power switches.

2.12 CANADIAN CORPS OF COMMISSIONAIRES AND BUILDING SECURITY SERVICE

- Must adhere to Post Orders that comply to the Emergency Evacuation Plan.
- If a fire or other emergency occurs outside the building's core working hours, the staff on duty will follow the instructions set out in their post orders and comply with the Fire Orders.

2.13 NURSE

- Keep informed of all information pertaining to the FEO.

BSO/BUILDING ENGINEER

- Responsible for the shut-down of mechanical devices, ventilation, water, gas and steam valves and power switches.

CANADIAN CORPS OF COMMISSIONAIRES AND BUILDING SECURITY SERVICE

- Must adhere to Post Orders that comply to the Emergency Evacuation Plan.
- Proceed to the exterior.

NURSE

- The Health Unit will be included in the FEO so that First Aid Stations may be set up if needed.
- If the nurse is in the building during an emergency, report to the Central Control Facility for instruction from the CEO, in case of specific requirements.

ROLES AND RESPONSIBILITIES**2.14 CAFETERIA-CANTEEN STAFF**

- The FEW of this area is responsible for training staff on shutting down of equipment, evacuation of patrons and staff evacuation.

2.15 BUILDING OCCUPANTS

- All employees are responsible to adhere to Fire Orders and to directions issued by the FEO during an emergency.
- Employees are to be knowledgeable of their respective FEW.
- Employees are to familiarize themselves as to which exit they are to use in an emergency evacuation.

CAFETERIA-CANTEEN STAFF

- Have all staff trained with responsibilities in case of an alarm. When alarm sounds, shut down equipment, evacuate.

BUILDING OCCUPANTS

- All employees are to exit the building by using the nearest exit or alternate exit as directed by FEW.
- All employees, once outside, are to proceed immediately to the muster station located south west corner of parking lot by Dam.

Appendix "A"

FIRE ORDERS

Name of Building: Office-Laboratory Building

Location: St. John's Research and Development Center
308 Brookfield Road St. John's Newfoundland

ALL Personal

Part A- ACTION TO BE TAKEN IF YOU HEAR THE ALARM

- 1) If you hear the **FIRE ALARM** in your area, turn off all equipment; every effort is to be made to secure valuable and /or confidential materials; however, Life Safety is to be the main concern.
- 2) Close doors behind you0 walk quickly but **DO NOT RUN**.
- 3) Keep to the right and in single file, in halls and on stairs.
- 4) Merge alternately if two lines meet at any floor landing in order to keep all lines moving
- 5) **DO NOT RETURN** at any time for any reason until, the all clear signal is given by the officer in charge if the St. John's Regional Fire Department.
- 6) Keep conversation to a minimum.
- 7) If the exit stairway is blocked due to smoke or other conditions on the lower level, proceed to an alternate exit route.
- 8) **DO NOT USE THE ELEVATORS**. They are put on manual control when alarm sounds and when safe to use are reserved for firefighters only.
- 9) All physically handicapped persons shall be assisted by Monitors, as assigned by the Floor Emergency Warden.

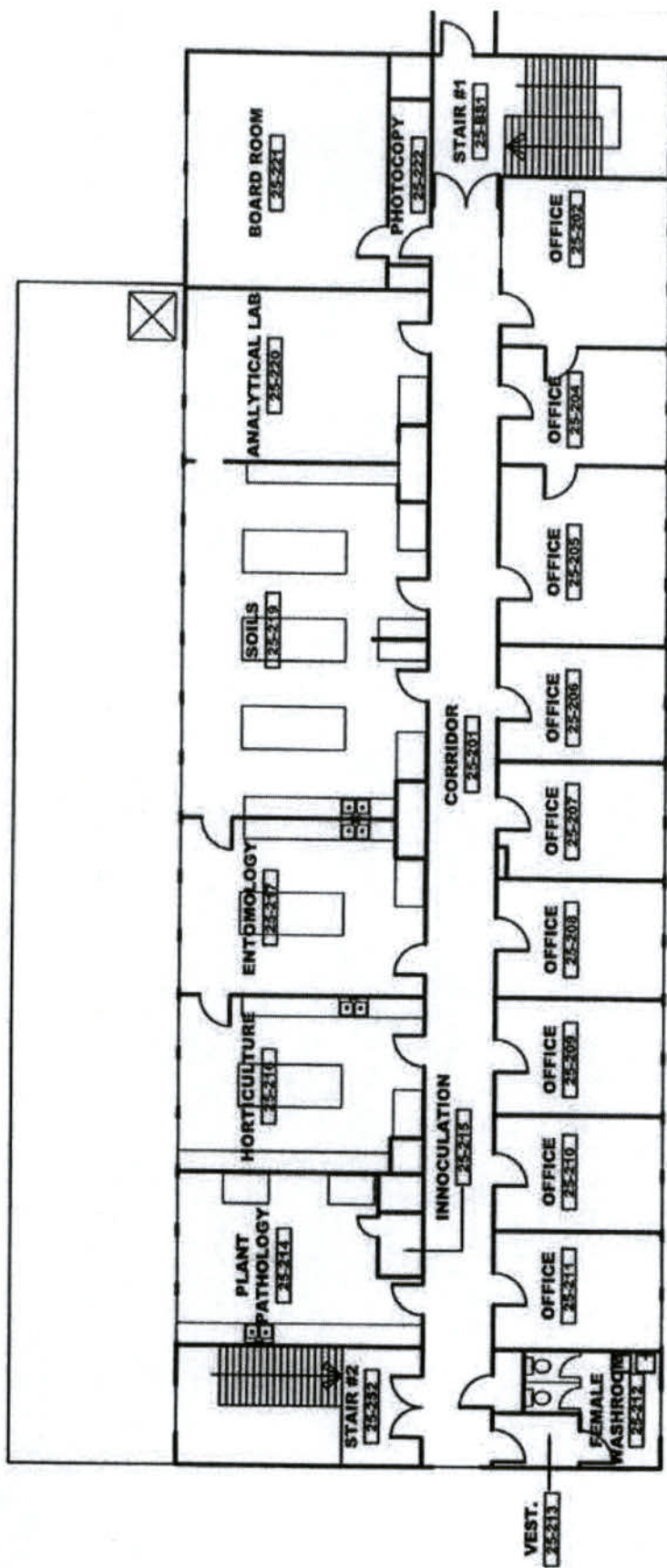
- 10) Leave the building unless otherwise instructed and proceed directly away from the building to muster station located on the southwest corner of the parking lot by Dam.
- 11) Do not attempt to remove any vehicle from parking lot or level; unless directed to do so by the Fire Chief.
- 12) Personnel of the Fire Emergency Organization shall carry out their assigned duties, with Floor Emergency Wardens, assuming full control of all the occupants on the floor.

Part B- ACTION TO BE TAKEN IF YOU DISCOVER A FIRE

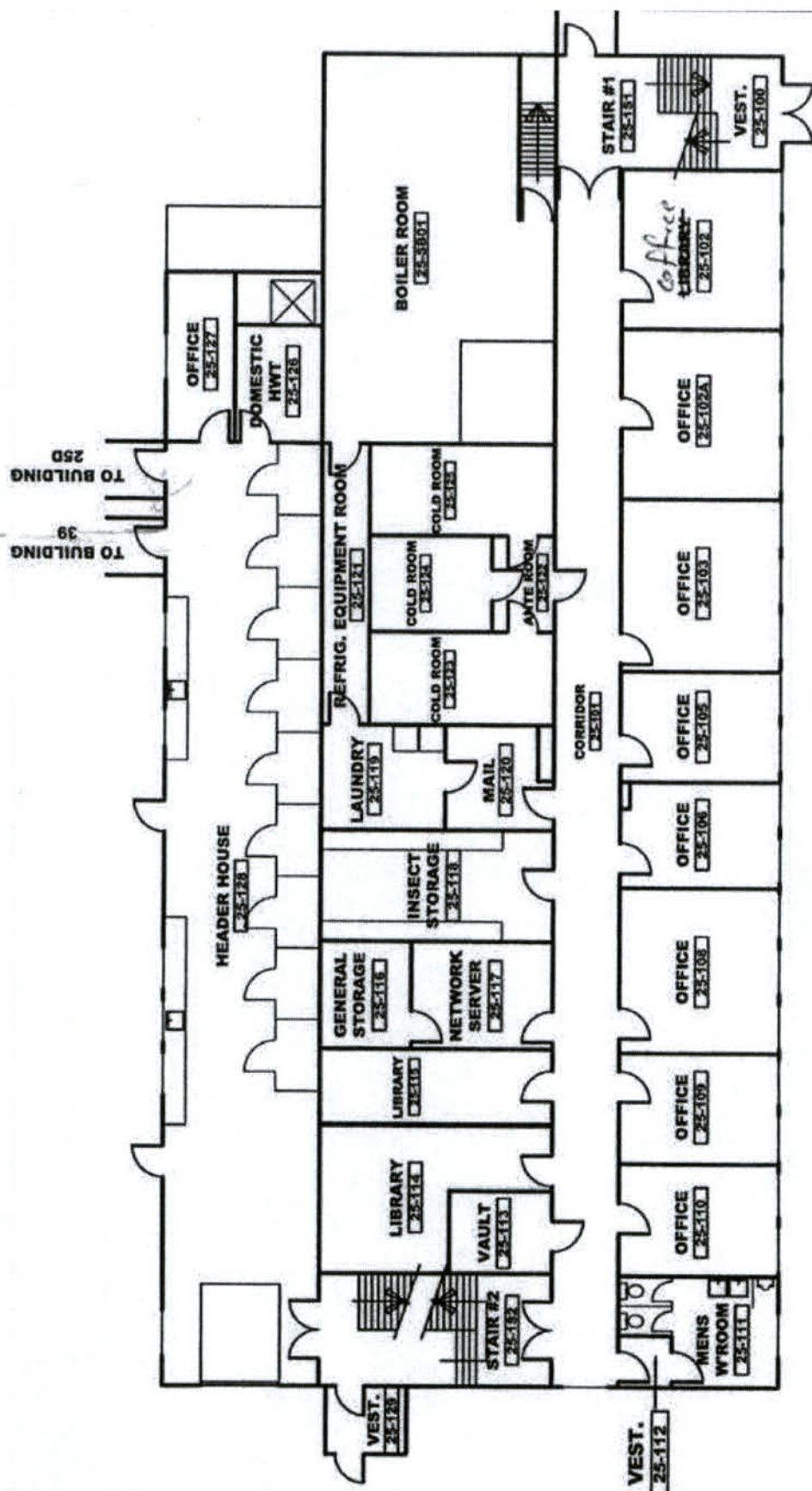
1. Any person discovering a minor fire should fight the fire by using portable fire extinguishers, **ONLY** if it is small and not between you and an exit. If the fire is extinguished, notify the Floor Emergency Warden.
2. Any person discovering a major fire or smoke should, without delay;
 - A. Activate the nearest manual fire alarm pull box station;
 - B. When safe from effected area, notify the Fire Department-EMERGENCY NUMBER (9-911) - give name, condition, and area of building involved.
 - C. Immediately evacuate the building following the steps outlined in **PART A** of these Fire Orders.

Chief Emergency Warden:	Scott Newport
Deputy Chief Emergency Warden:	Steve Warren
(2nd Floor) Floor Emergency Warden:	Danielle Power
Deputy:	Samir Debnath
(1st Floor) Floor Emergency Warden:	Lordwin Jeyakumar
Deputy:	Wayne Malloy
Outside Building Emergency Warden:	Scott Edmonds

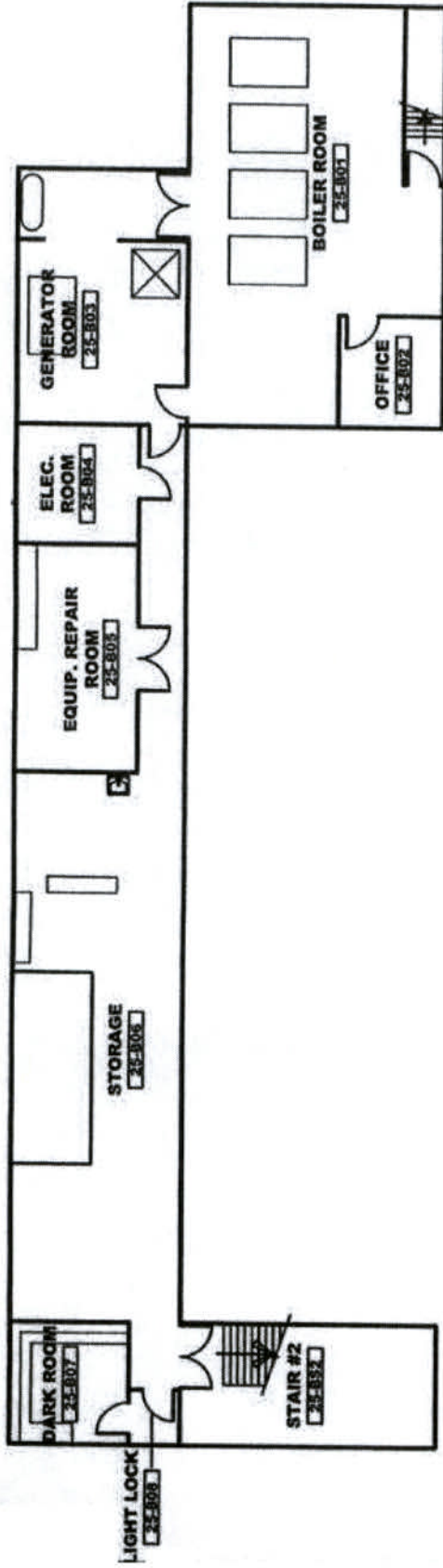
Deputy:	Wayne Malloy
Outside Building Emergency Warden:	Scott Edmonds
Deputy:	Chris Gibson
Building Services Officer:	Steve Warren
Deputy:	N/A
Traffic Control Officer	Danielle Power



LEVEL 2 FLOOR PLAN



LEVEL 1 FLOOR PLAN



BASEMENT FLOOR PLAN

