

**1350-1360 RENÉ-LÉVESQUE WEST BOULEVARD**

« **TENANT** »

Evacuation Unit training  
2023

# Why?

The goal of this training is, first and foremost, to protect human lives and limit the risks of injuries. To survive a fire or accident, it is imperative for all to understand the components involved in fire safety and the directions given.

You must know:

1. The location of the emergency exits.
2. The location of firefighting equipment (manual pull station, emergency telephone, fire extinguisher closest to your workstation) and how to use it properly.
3. The actions to be taken in the event of a fire or an emergency as described in this document. You must ensure all your colleagues are also properly informed of the evacuation procedures.

# System Activation

There are many ways to activate the fire alarm system. You will find below a description of an action and the component of the system that will be activated:

Smoke/smell



Smoke  
detector

Heat



Sprinklers  
Thermal detector

Human action

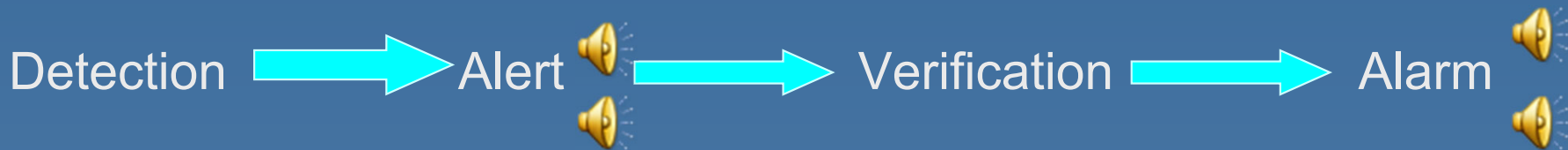


Manual fire  
station

For those reasons, if work causing heat, dust, strong odors, vibrations or bright light needs to be performed on your floor, you must coordinate it with building management in order to avoid false alarms and damage to the fire fighting system. You should also be aware of the precautions that need to be taken depending on the type of work your need to do.

# Fire Alarm Panel

- The fire alarm panel is located in the operations control center of 1350-1360 René-Lévesque west situated in the 1360 René-Lévesque West Blvd lobby. It is operated and supervised 24/7 by the building's Security Department.
- The panel works in 2 stages:



## 1<sup>st</sup> stage: alert signal

Continuous signal of 30 chimes per minute.

When this signal is heard, the members of the evacuation brigade must begin their duties. You must then assemble at your floor's meeting point and wait for further instructions from the Security Department OR the evacuation signal.

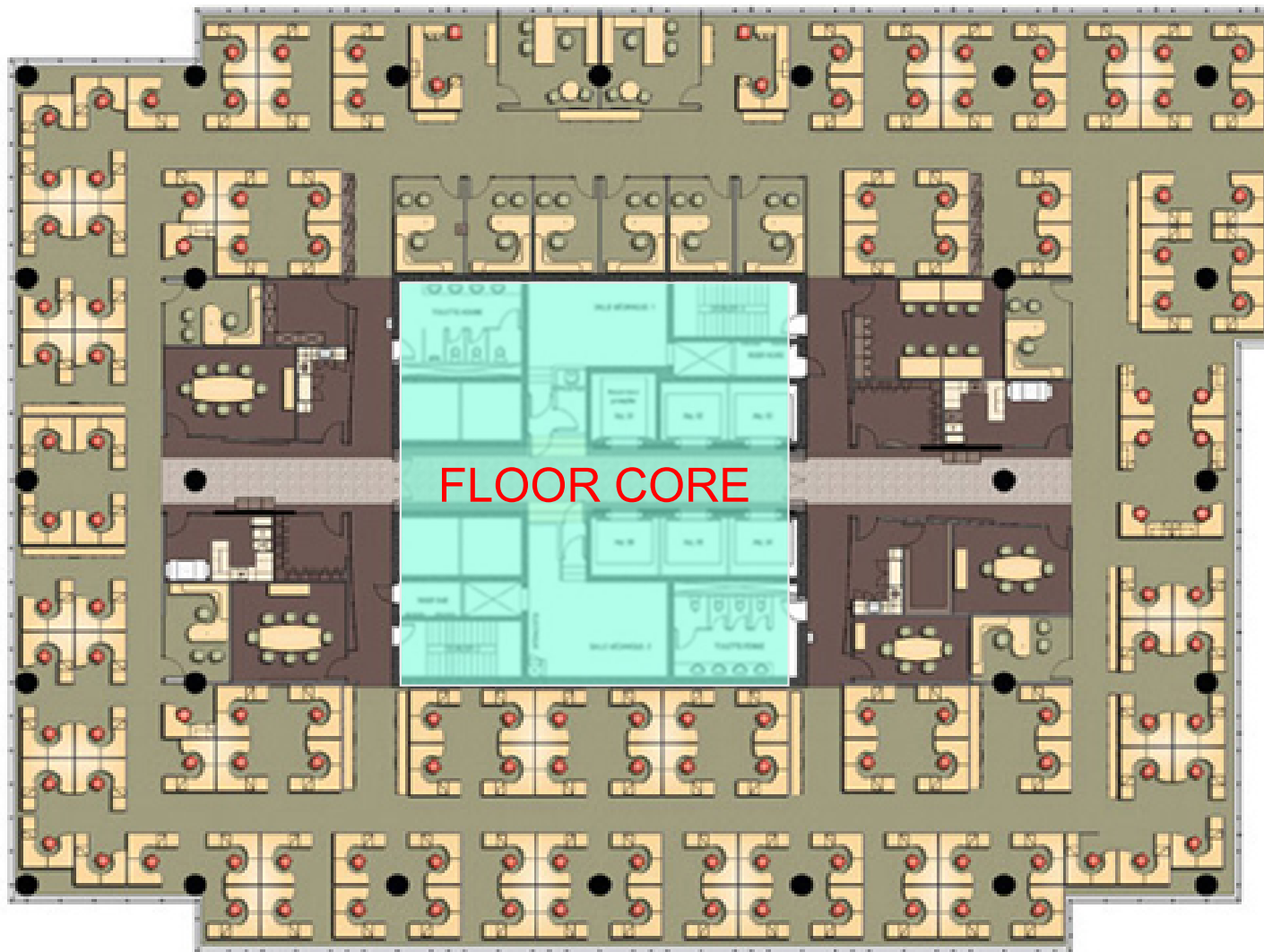
## 2<sup>nd</sup> stage : alarm signal

Intermittent signal of 3 chimes...pause...3 chimes...pause...

When this alarm sounds, you must evacuate the building.




# Regular Floor Plan

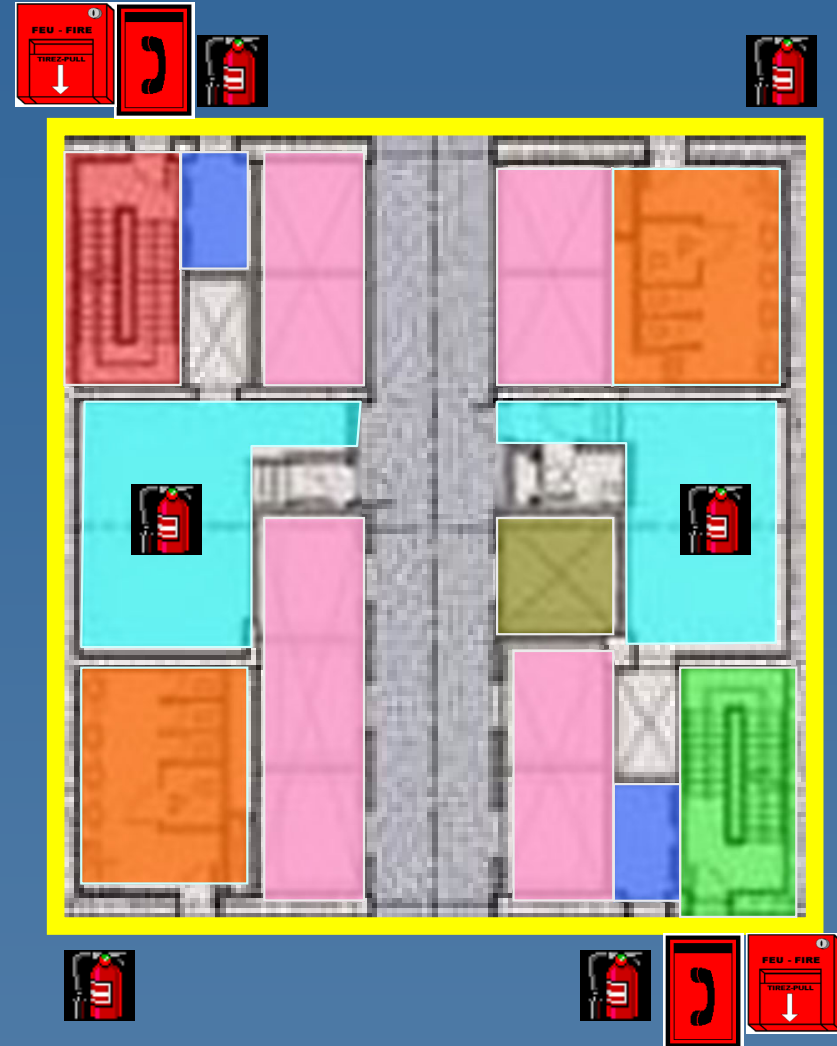
capacity: 144 persons



# Building Information - 1350

## ◆ Typical Floor - 1350 :

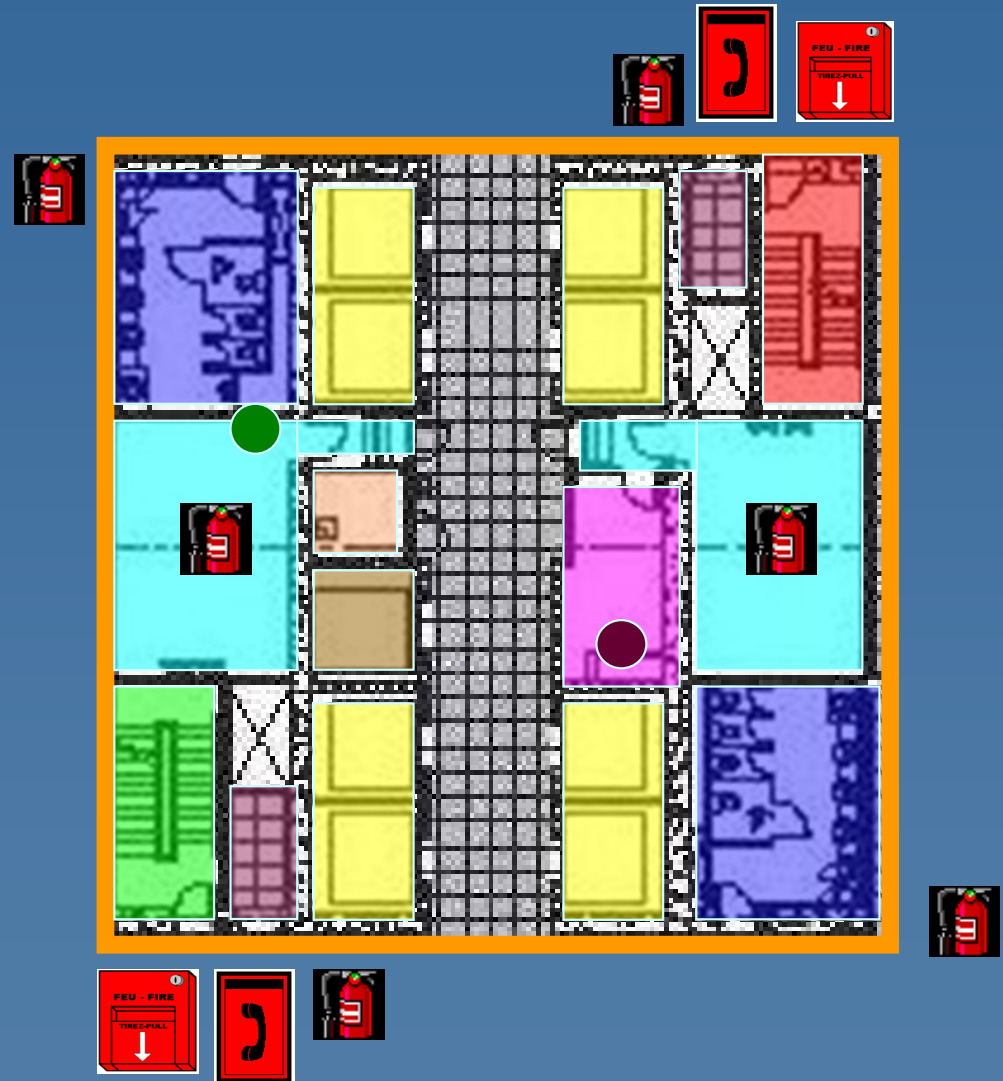
- Floor core 
- Emergency exits
  - north 
  - south 
- Mechanical room 
- Washrooms 
- Telecommunication room 
- Elevator shafts 
- Freight elevator shaft 
- Fire extinguishers 
- Emergency phones 
- Manual fire stations 



# Building Information - 1360

## ◆ Typical floor - 1360 :

- Floor core 
- Emergency exits
  - North 
  - South 
- Mechanical rooms 
- Water station 
- Electrical room 
- Washrooms 
- Telecommunication rooms 
- Ligne gaz 
- Ligne huile 
- Elevator shaft 
- Freight elevator shaft 
- Fire extinguishers 
- Emergency telephone 
- Manual fire stations 



# Fire Safety components

- ◆ Floor Gathering Point
- ◆ 2 emergency exits : The meeting point for every floor is always in front of the staircases.
- North staircase #1, painted green.  
This staircase exits in the lobby, near the security desk (to be used by floor wardens).
- South staircase #2, painted red.  
This staircase exits in the first basement, outside





# Transfer floor

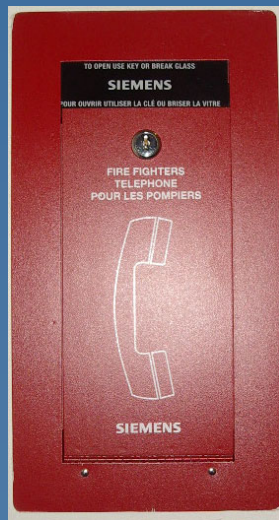
- A transfer floor is a floor where it is possible to enter without a security pass or key to get to the other stairwell.
- 1350 transfer floors:  
5, 10, 15, 20, 23
- 1360 transfer floors:  
5, 10, 15



# Fire Safety Components

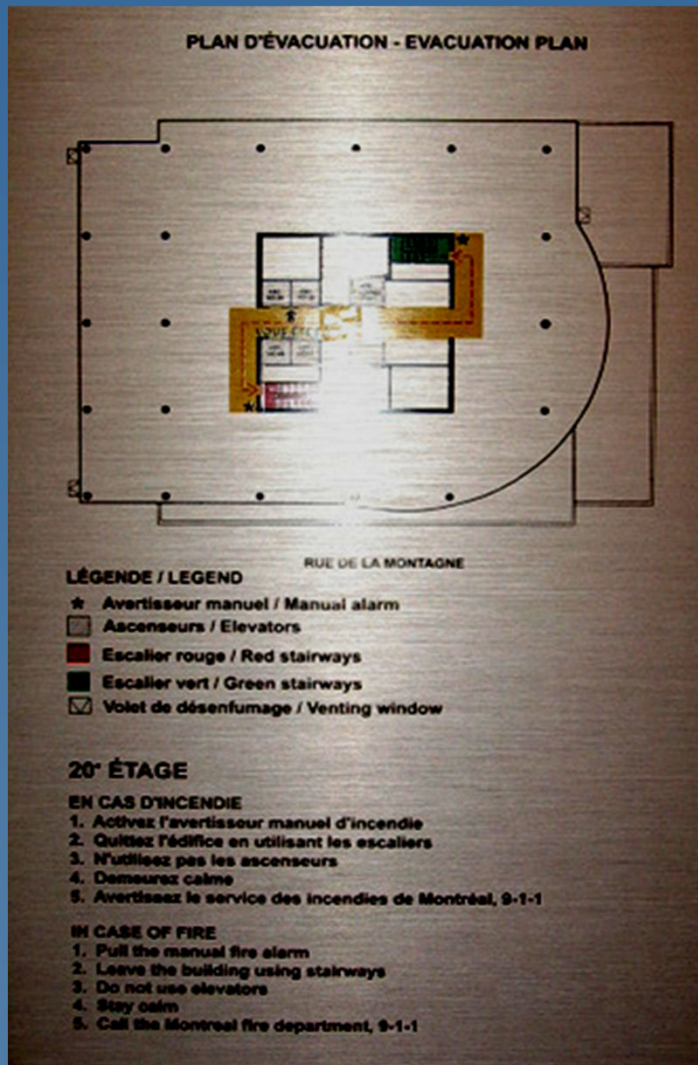
## Emergency communication system connected to control center :

- Red emergency telephone
- Main door abort station



# Fire Safety Components

- ◆ Evacuation plan found in all elevator lobbies.



- ◆ Manual fire station



# EXTERIOR CENSUS POINTS








- Once outside, floor wardens need to report to the census point chief who will be identified by an orange vest and a red flag.
- The census point for 1350 is on the corner of René-Lévesque Boulevard and de la Montagne Street.  
For the 1360, it is on the corner of René-Lévesque Boulevard and Lucien-L'Allier Street.  
Should both towers need to be evacuated, the census will be situated in front of the plaza between the two towers.
- Once everyone is outside, the people need to gather at their outside assembly point which is determined by their floor's warden.
- People should cross the street at the intersection with the help of the building's brigadier.





# Fire Safety Components

## Portable fire extinguisher components

- Handle 
- Trigger 
- Locking pin 
- Seal 
- Label 
- Nozzle 
- Pressure gauge 



# **Type ABC Extinguisher**

**Given the multi-purpose usage of the powder extinguisher, the building was entirely equipped with this type of extinguisher.**

## **Description:**

- **Extinguishes by covering.**
- **Effective only for type A, B or C fires.**
- **Duration of a 10 LBS extinguisher = +/- 20 seconds**

## **When to use an extinguisher?**

- **You need to use an extinguisher when a fire impedes you from getting to an emergency exit.**

# How to use an ABC extinguisher

**Verification:** Verify the pressure, the seal and the pin. Turn the extinguisher up and down 3 times to release the powder.

**Position:** Hold extinguisher upright. Stand 1 to 3 meters away from fire, one leg in front of the other and place your body to the side in order to expose as little skin as possible to the fire.

**Pull:** Pull pin by turning it clockwise on itself to break the seal.

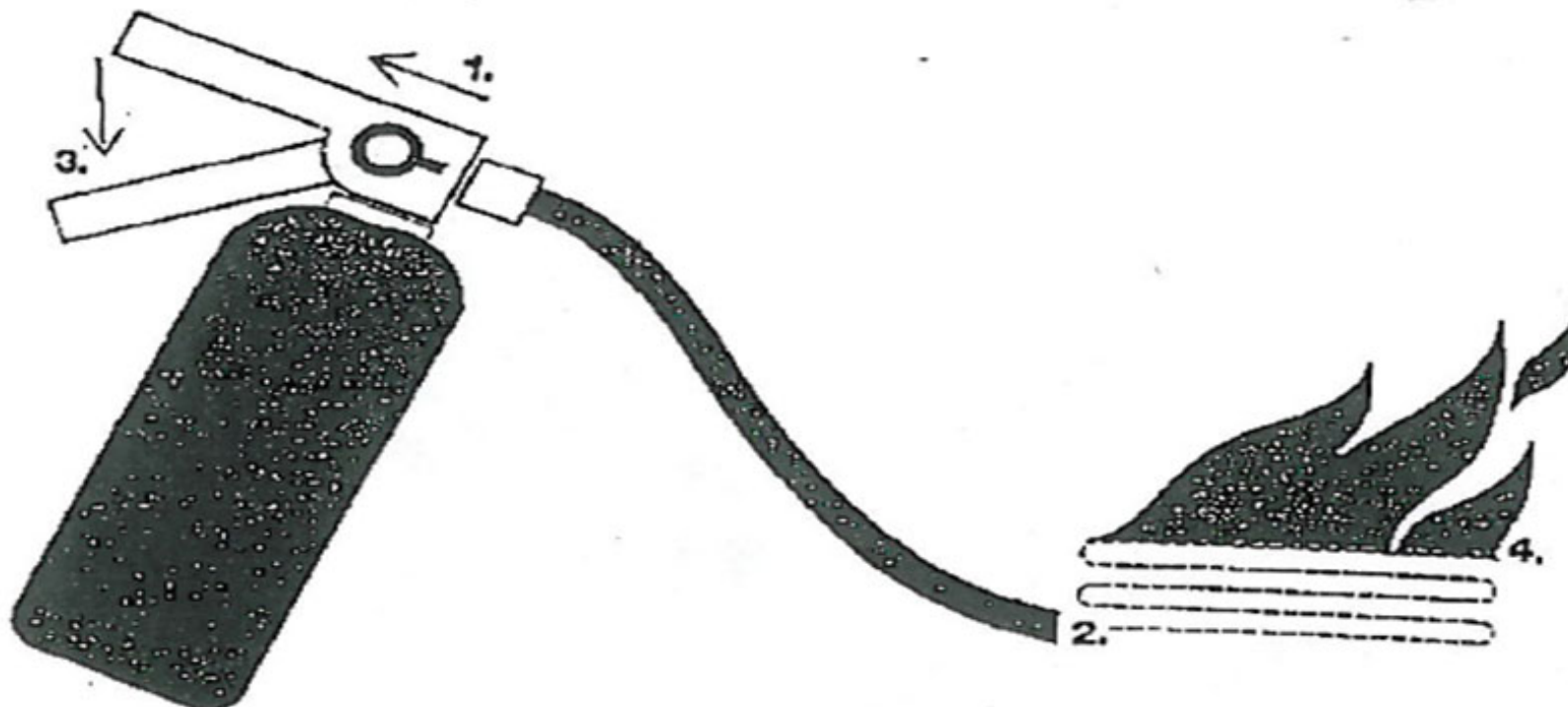
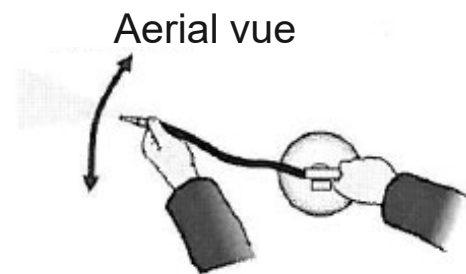
**Aim the nozzle:** Aim the nozzle at the base of the flames.

**Squeeze:** Squeeze the handle against the trigger to release extinguishing agent.

**Sweep:** Sweep from left to right and from right to left at the base of the flames.

Always empty extinguisher, even after fire has been extinguished.

1. Pull;
2. Aim the nozzle;
3. Squeeze;
4. Sweep.





# Fire Unit

Emergency measures for 1350-1360 René-Lévesque West Blvd. are organized as follows:

**First intervention team** (building)

Comprised of building staff: technical, security, parking and housekeeping.

**Evacuation unit** (tenant)

Comprised of tenants on every floor.

# Evacuation Unit

**Function:** The main role of the evacuation unit is to ensure the efficient and safe coordination of the evacuation of occupants from all floors occupied by its company when an abnormal and dangerous situation arises that could affect the health and safety of the occupants. people present in the building. It is made up of employees working on one floor.

**Who :** the evacuation unit is made up of tenants on every floor.

**Composition :** Every floor has a unit comprised of the following team members at minimum:

(Team members are identified by orange armbands)

1 (Floor) - Floor Warden

# (Floor) - Section chief (optional only on multi tenants floor or with restricted section)

1 (Floor) - Monitor

# (Floor) - Searchers

2 (Floor) - Exit Supervisors

# (Floor) - Aid to people with restricted mobility

Tenant coordinator

## **IMPORTANT NOTE :**

If a member of the evacuation unit is on another floor at the time of the alert, he/she **CANNOT** change floors.

This person will be considered as a visitor on that floor and has to act as such.

# FLOOR WARDEN

**Role :** Along with the Brigade Chief, coordinates all safety and emergency operations for the floor. The floor warden is usually chosen from the tenant occupying the most square footage on a floor.

## **Responsibilities:**

- **In charge of the floor's evacuation unit** (Monitor, Exit Supervisors, Searchers, Aide to people with restricted mobility).
- **Determines the Searchers'** search areas.
- **Informs new employees** of the location and functioning of the fire safety system and equipment.
- **Updates and submits the list of people with restricted mobility.** Firefighters will need this list to ensure the required manpower is sent to evacuate everyone.
- **Identifies potential safety risks** on the floor and in storage areas and takes appropriate measures to ensure they are corrected.
- **Determines the floor's assembly point** once outside the building.

# FLOOR WARDEN

## **When the alert / alarm signal sounds**

- Puts on the Floor Warden arm band.
- Ensures searchers begin searching their areas.
- Ensures all individuals on the floor gather at the designated meeting point.
- Ensures people with restricted mobility are taken care of.
- Evaluates the actions taken by team members during the evacuation.
- Analyzes the emotional status of individuals. Should anyone panic, ensures someone is paired with this person to keep them calm.
- When the alarm signal sounds, ensures the entire floor has been evacuated prior to evacuating himself.
- ALWAYS evacuates using the north staircase (green). Once in the lobby, during periods outside business hours, goes to the agent posted at the front desk or during business hours reports to the chief of the census point
- and reports the following information:
  - Name
  - Floor number
  - Number of people with restricted mobility on the floor
  - Number of Aides to people with restricted mobility remaining on the floor
  - Problematic situations encountered (e.g. : smoke, etc.)

# MONITOR

**Role :** Assists the Floor Warden. Every floor requires a Monitor who will act as Floor Warden in the event he/she is unavailable.

## **Responsibilities :**

- Replaces the Floor Warden if they are unavailable or assists the Floor Warden in performing their duties.
- Gathers people with restricted mobility at the floor's assembly point and ensures an Aid stays by their side.
- Locates panic stricken employees and pairs them with someone to keep them calm.
- Periodically inspects work and storage spaces in order to identify potential safety risks.

# MONITOR

## **When the alert / alarm signal sounds**

- Puts on the Monitor arm band.
- Assists the Floor Warden in performing his duties.
- Ensures the member of the evacuation unit begin performing their duties.
- Gathers people with restricted mobility at the floors assembly point.
- Evaluates the behavior of occupants and locates panic stricken employees and pairs them with someone to keep them calm.

# SEARCHER

**Role :** In the event of an evacuation or a bomb threat, ensures his assigned area is properly searched. In the event of an evacuation, ensures no person remains in his assigned area.

## **Responsibilities :**

- Periodically inspects his assigned area and takes note of any particularities within area (empty desks, employees who might panic in an emergency situation, people with restricted mobility, etc.) to ensure nothing will hinder any one person's safety during an emergency situation.
- Knows his assigned area inside and out.
- In the event of an evacuation searches his area meticulously before officially declaring it evacuated.
- Ensures all doors are closed before evacuating the premises.



# SEARCHER

## **When the alert / alarm signal sounds :**

- Puts on the Searcher armband
- Inspects his assigned area as well as common areas such as washrooms, kitchen, photocopy room, conference room, laboratory, closed offices, storage spaces, etc.
- Reports all problematic, abnormal or dangerous situation encountered to the Floor Warden.
- Instructs any person encountered to gather at the floor's designated assembly point.
- Once the inspection completed he reports to the Floor Warden any obstacles or problems encountered, such as :
  - Number of people with restricted mobility on the floor
  - Number of people who refused to evacuate
  - Problematic situations encountered (e.g. : smoke, etc.)

# EXIT SUPERVISOR

**Role :** In the event of an evacuation, ensures the emergency exit door remains open until the entire floor has been evacuated and closes the door behind him.

## **Responsibilities :**

- Periodically inspects evacuation routes in order to ensure no safety risks are present.
- Assists the searcher in gathering people with restricted mobility.

# EXIT SUPERVISOR

## **When the alert / alarm signal sounds :**

- Puts on the Exit Supervisor armband.
- Heads directly to his assigned emergency exit.
- Ensures the evacuation routes pose no safety risks (smoke, hot door handles, etc.).
- Ensures everyone evacuates in a calm and orderly fashion. He instructs them to go down the stairs in a single file.
- Ensures the emergency exit door remains open until the entire floor has been evacuated and closes the door behind him.
- Assists people with restricted mobility when needed.
- Reports any obstacles encountered to the Floor Warden.

# Aid To People With Restricted Mobility

**Role :** Assist people with restricted mobility during an evacuation.

## **Responsibilities :**

- Gathers people with restricted mobility at the meeting point (north staircase #1 (green)) and waits for the firefighters' arrival who will then be responsible for evacuating them.
- Should complications arise, helps people with restricted mobility to make their way down the staircase: Using the red phone, first advise the control center of the floor you are on, the number of people and of the problematic situation encountered. Go down to the next **transfer floor** and contact the control center of your arrival and of your new location.
- Remain with the people you are assisting until the firefighters' arrival.

# People With Restricted Mobility

A person with restricted mobility is a person who cannot safely evacuate the building OR cannot evacuate the building without hindering anyone else's safety.

A person can have their name put on the restricted mobility list if this person has a temporary or permanent physical or psychological impairment preventing them from evacuating by the emergency exit (staircase) without hindering their or anyone else's safety.

Below are examples of individuals who should have their names put on the restricted mobility list:

- Blind or visually impaired person
- Deaf or hearing impaired person
- Pregnant woman
- Person with a temporary condition (broken leg, twisted ankle, etc.)
- Person suffering from arthritis
- Person with a medical condition (heart problems, epilepsy, etc.)
- Person with respiratory problems (asthma, etc.)
- Person with phobias, at risk of panic attacks, etc.

# People With Restricted Mobility

- People requiring assistance must give their name, floor number and workspace number to the Floor Warden.
- People whose name appears on the restricted mobility list should be paired with a colleague whose name does not appear on the restricted mobility list, according to the buddy system.
- In the event of an evacuation, the « buddy » will help his colleague get to the floor's meeting point to be greeted by the Aid to people with restricted mobility.
- People in need of assistance who find themselves on a different floor than their own during an emergency must make their presence immediately known to the evacuation unit of that floor.
- The meeting point for people with restricted mobility is always the north staircase #1 (green). It is the same for every floor.
- Pregnant women are to use their judgment regarding adding their name to the restricted mobility list. Your doctor's advice is to be taken in consideration.
- A person whose name is on the restricted mobility list and whose physical/psychological health has been restored, must communicate with the Floor Warden to have their name taken off the list.

# TENANT COORDINATOR

**Role:** Coordinates and leads, in collaboration with the brigade coordinator, all the preventive and emergency operations of his company. The Tenant coordinator is a member of the Tenant's Management Team with full authority to make decisions on behalf of their company and to ensure that instructions issued by emergency services are followed.

**General Responsibilities:** Tenant coordinator's role is to react quickly to an emergency situation and take charge for his company. Tenant coordinator leads the evacuation process of his company (floor warden, monitor, exit supervisors, searchers, assistant to persons with limited mobility and employees)

## **Responsibilities within his company's evacuation units**

- Establish and direct the evacuation units of the floors occupied by his company
- Appoints members of tenant's unit and ensures their training
- Plans and directs emergency operations that affect the health and safety of persons and the protection of property related to tenant's company
- Ensures that preventive inspections and verifications of tenant's floors and equipment are made under the applicable code of law and that any discrepancies are corrected.
- Maintain floor occupancy plans and evacuation instructions and ensure that any changes are passed on promptly to building management
- Maintain lists of evacuation unit members of each floor and lists of persons with limited mobility. Always promptly forward any changes to the building management.

# TENANT COORDINATOR

## **At the alert signal**

Put on his identification armband and prepares to evacuate.

## **At the alarm signal**

Tenant coordinator must evacuate by stairwell # 1 (North, painted green)

At ground floor arrival go to the census point and notify the census leader of their arrival.

Remain on the sidewalk near the census point, but in such a way as not to hinder the visibility of the census leader or the census flag.

Ensure the proper conduct of evacuation teams or employees within his company.

If employees of their company derogate from the instructions requested by the emergency teams of the building or emergency services of the city, the tenant coordinator assists the service to encourage the employees of his company to obey or helps identify them.

Report any problems that may affect health, safety or any issues that need to be addressed promptly regarding their employees or facilities to the Census Leader .

Lends supports to employees of their company who do not know where to go or who are in need of help.

## **At the reintegration signal**

Goes to various assembly points of their company and notifies the floor warden of the reintegration order.



1350 | 1360  
RENÉ-LÉVESQUE OUEST

FONCTION	NOM	#TÉLÉPHONE	Date de visionnement de la vidéo de formation
CHEF D'ÉTAGE			
MONITEUR			
ACCOMPAGNATEUR			
CHERCHEUR 1			
CHERCHEUR 2			
CHERCHEUR 3			
CHERCHEUR 4			
SURVEILLANT SORTIE SUD			
SURVEILLANT SORTIE NORD			

[illegible]

# In The Event Of A Fire

## **What to do if you discover a fire**

### **When discovering the presence of smoke or flames, you must:**

- Activate the manual fire station.
- Advise security using the red telephone and mention the following:
  - Where the fire is
  - What caused the fire
  - If people are cornered by the fire
- Evacuate the area using the closest emergency exit.
- Close the doors behind you.
- Get to your assembly point.

# In The Event Of A Fire (cont'd)

Once in the lobby, provide to security as many details as possible concerning the situation.

If smoke has made it difficult to breathe and/or to see, get down on your hands and knees. Air is heavier than smoke therefore the lower you are, the better you will breathe and/or see.

If there are occupants in danger and you are alone, do not go help. Find help instead to ensure your own safety.

# Practical Advice

- During an evacuation, the fire department will take charge of people with restricted mobility at the floor's designated assembly point (North stairwell).
- Once outside, incite people to move quickly to their assembly point in order to liberate access to the building and to allow the emergency services room to manoeuvre.
- Maintain storage spaces clean and organised.
- Leave at least 18" of space under and around sprinklers.
- Keep access to aeration shutters free and visible.
- Keep the emergency arm band visible and accessible (ex in a container with a sign in the kitchen area of the floor).
- During an evacuation, at the alert signal, take your coat and only the strict necessary. Do not bring food or beverages into the stairwells.
- Do not re-enter on other floors.
- Do not use the elevators.
- Split the number of people equally between the stairwells.
- Make your way down the emergency stairwell in a single file so as not to impede the fire brigade's circulation in the stairwell.
- Use the building's emergency line to signal any type of emergency (fire, medical, suspicious individual, suspicious package, etc.)

## NOTE TO FACILITATE THE WORK OF UNIT COORDINATOR

1 – All armbands should be stored in an easily accessible common place and be in full view. A system should be put in place to prevent the loss or displacement of the armbands:

EX : Put a transparent storage bin identified *Emergency unit "X" floor* in the kitchen with the armbands and instructions for the various roles inside.

2 - List of persons with limited mobility should be kept up to date regularly to ensure that these people always have an escort in case of an evacuation. It is especially important not to forget those whose disability is temporary.

3 - If the tenant needs a waiver to maintain staff during the annual fire drill, it is their responsibility to make arrangements with the fire department of the City of Montreal and to provide its letter of exemption from the fire department along with the plan for compensatory measures for the derogation, as requested by the SSIM, to the building owner or his representative.

4 - Evacuation unit lists must be kept up to date at all times. If a member of the unit is moved or leaves the company or the floor, another person must replace him and an updated list must be sent to the building owner or his representative to keep the list updated in the fire emergency binder.

5 - The owner or his representative offers annual training for evacuation units. It is the tenant's responsibility to ensure that members of his units attend the training session every year to keep up with possible modifications of the procedures in order to comply with any changes the City might bring to Fire standards.

6 - The owner or his representative shall ensure that the procedures and documents relating to emergency and evacuation procedures are accessible to all at all times. It is the tenant's responsibility to ensure that all their employees are aware of the procedures of the building.

# SECURITY

## Coordinator of emergency measures

M. Jean-Pierre Dussault

Operations Manager

514-807-3531

## Assisting coordinator and Security supervisor

Anouar Bilachi

[Anouar.bilachi@gwlra.com](mailto:Anouar.bilachi@gwlra.com) / 514-878-6011

Emergency calls : 514-807-3535

Non-emergency calls : 514-807-1350

To view the training video and / or a PDF of this presentation:

<https://www.1350rene-levesque.com/services-evacuation-procedure.html>