



EVACUATION PROCEDURES TRAINING FOR RESIDENTS

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A. BEHAVIOURS IN FIRE ALARM SITUATIONS

AVOIDANCE

The first concept to be studied is *avoidance*. Avoidance is when someone tends to ignore or reject the fact that an unexpected and unpleasant incident is in progress. This reaction appears to be common in the first moments of a fire. Often, occupants smell something burning, see smoke or hear the fire alarm but find a logical and benign explanation and prefer to rationalize rather than admit the current event is taking place.

COMMITMENT

The commitment behaviour applies when a person who is busy doing something they prefer to finish before turning their attention to the event that are taking place.

AFFILIATION

The affiliation behaviour is exemplified when people tend to regroup before evacuating a building. Once assembled, the group will tend to adjust to the speed of the slowest person. The affiliation concept does not apply only to individuals but also to locations. People, trying to evacuate a building, may tend to evacuate by a path that is familiar.

ROLE

The role behaviour is directly related to the status that people have in a building. Generally, visitors will be limited to a passive role, believing it is not for them to take control of the situation. Therefore, the staff of the building will tend to react more quickly than the visitors.

SUPERHUMAN EFFORT

Mostly observed with people living with reduced mobility or reduced capacity, the superhuman effort will give them an instant, but not permanent, adrenaline boosted strength over their affected motor skills. When they believe they are no longer in danger, they tend to feel a weakness or significant loss of energy.

B. WHAT YOU NEED TO KNOW

It is important to know where all the emergency exits locations are located on each floor of the building that you live in. This will give you the opportunity to have an alternative path if the fire does not permit you to evacuate by the nearest emergency exit.

We recommend taking a walk in the building to familiarize yourself with the emergency exit locations:

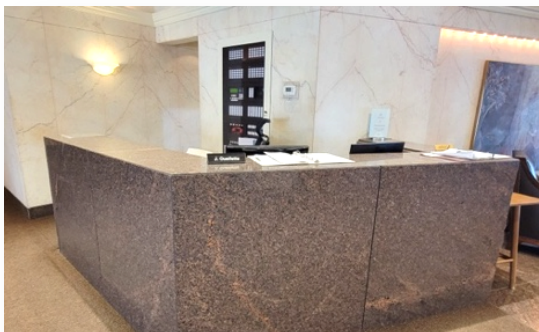
- Take a walk to familiarize yourself with your floor.
- Go to each floor and verify the location of all emergency exits and stairwells.
- Take note of the evacuation plans that are displayed on the wall.
- Take note of the red manual pull stations on the walls.

FIRE PROTECTION SYSTEMS

- The building is equipped with a sprinkler system, standpipes, a fire alarm panel, an annunciator fire alarm panel, manual pull stations, smoke detectors, heat detectors, a generator, an emergency lighting system and fire extinguishers.
- The building is connected to a 24h monitoring center that is alerted by the fire alarm panel.
- In case of fire, call **9-1-1**.

C. STRATEGIC LOCATIONS

CHECKPOINT (FIRE ALARM PANEL)

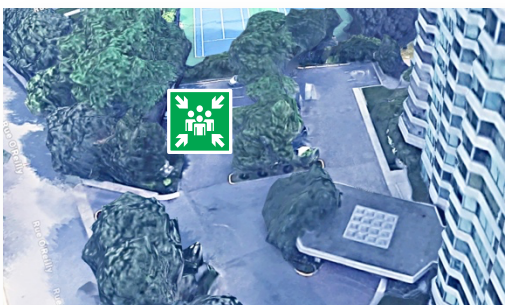


The Fire Safety Plan is located at the doorman's desk.

The checkpoint is located at the main entrance.

If it is safe, the doorman can wait for emergency services at this location beside the fire alarm panel. (The checkpoint will be outside the main entrance if the interior location is unsafe) It is at this location that the emergency services will present themselves to obtain information regarding the incident.

THE EXTERIOR GATHERING POINT



The parking lot in front of the building was chosen as the initial gathering point based on its capacity to safely accommodate occupants. This assembly point will be used at all times to receive people who have evacuated the building.

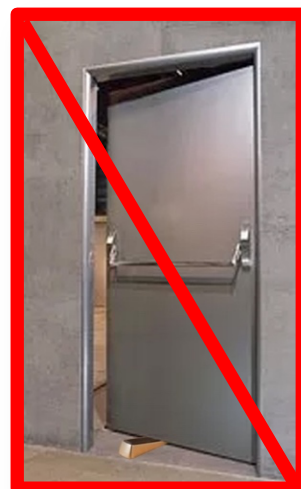
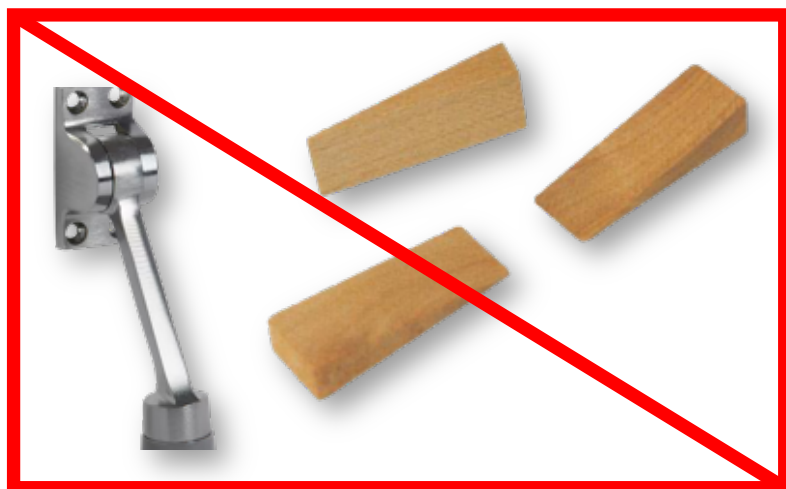
TEMPORARY ACCOMMODATIONS

In the event of a major incident, when the building is evacuated during extreme cold or other inclement weather, it becomes imperative to move the occupants to a safe and warm place in order to reduce the risk of accidents.

The temporary accommodations location will be announced as needed.

D. DOOR WEDGES AND OTHER DOOR STOPS

Important: with the exception of doors that are held open by automatic closure systems, **fire doors should always remain closed.**



The emergency exits (stairwells) have a fire resistance of approximately 90 minutes. This is often the only means of escape and the only refuge for occupants located on the different floors.

If one of the fire doors remains in the open position and the smoke and flames spread to the stairwell, the latter will no longer be of use ... the stairwell is now condemned.

By making it a habit of leaving these doors in the open position, we could end up in a situation where all the stairwells are unsafe, therefore condemned and unusable. We will no longer be able to evacuate the building by the stairs.

By ensuring that the doors remain closed, we can save lives.

E. WHAT TO DO? (RESIDENTS)

Role:

- **ALWAYS** assume that the alarm indicates a serious fire in the building.
- **NEVER ignore an alarm.**
- **Obey** the instructions given during the fire alarm.
- **Know** the emergency exits on your floor and in other frequently used areas.
- **Ensure** that entrances and exits are always accessible and clear.
- **Immediately** report any non-compliance that could pose a risk in an emergency to the emergency measures coordinator (doorman).

Responsibilities:

In the **EVENT OF A FIRE**, residents must:

1. **Remain** calm.
2. **Activate** the manual fire alarm.
3. **Close** your door without locking it.
4. **ALWAYS** proceed quickly but safely and leave the building through the nearest emergency exits (**never attempt to take an elevator**) and then proceed to the assembly point outside (**visitor parking at the front of the building**).

During an **ALARM** OR ON **EVACUATION ORDERS**, residents must:

1. **Remain** calm, pay attention, and follow the staff's instructions.
2. **Quickly** change into appropriate clothing and footwear.
3. **Turn off** appliances (oven, microwave, stovetop, barbecue, and any other appliance that could cause fire or other damage if left unattended).
4. **Close** the windows and your patio door, if possible.
5. **Bring** an evacuation kit* with you.
6. **Before** opening the door, touch it with the back of your hand. If it is not hot, open it slowly. If the hallway is smoke-free, leave your apartment and close the door without locking it. Go to the hallway to begin evacuation using the stairwells (**never attempt to use an elevator**).
7. **Check** the exits to ensure they are safe for evacuation (flames, smoke).
8. **Assist** in evacuating any residents you encounter on the floor (if possible).

9. **Inform** the assembly point leader upon your arrival at the assembly point. If you encounter residents having difficulty descending, notify the assembly point coordinator or notify a firefighter, or the doorman (only if your emergency exit route takes you through the main exit where the doorman is located) of any residents in that are unable to evacuate.
10. **Avoid gathering in the lobby.** The doorman on duty needs a quiet and uninterrupted environment to communicate and collaborate effectively with the fire department.
11. If the outside environment is too cold or dangerous, you will be provided with information about an alternative assembly point.

NOTE:

If smoke prevents you from evacuating your unit, do not exit:

- **Close** the door and leave it unlocked.
- Place a damp towel at the bottom of your door to prevent smoke from entering your unit.
- Signal your presence by calling 9-1-1 and by attracting attention at the window by waving a towel, sheet, etc.
- As a last resort, if it is safe, go onto your balcony and attract attention by shouting, waving a towel or sheet, etc.

For residents who cannot go down the stairs in case of evacuation:

- Go to the nearest and safest emergency exit.
- Take refuge in the stairwell **without** a walker or wheelchair (leave them in the hallway along the wall to avoid obstructing the exit).
- Try to get down as best you can, either by holding the handrail with both hands while moving sideways, or if necessary, by sitting on the stairs and sliding down one step at a time on your buttocks.

Following the evacuation:

You must remain at the assembly point and follow the instructions given by the assembly point coordinator.

***Emergency Evacuation Kit:**

The emergency evacuation kit should be kept in the closet next to your front door.

Recommended contents:

- A 3-day supply of any medication you are taking.
- A bottle of water for each person in your unit.
- A basic first aid kit.
- Important documents such as your health insurance card, driver's license, credit cards, passport, etc.

The following links describe examples of emergency evacuation kits:

- <https://www.canada.ca/en/services/policing/emergencies/preparedness/get-prepared.html>
- <https://www.redcross.ca/how-we-help/emergencies-and-disasters-in-canada/emergency-preparedness/get-an-emergency-kit>
- <https://montreal.ca/en/articles/emergency-disaster-preparedness-kit-3279>

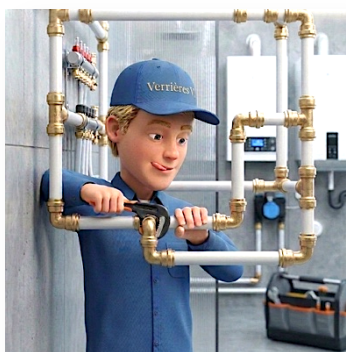
F. OFFICIAL ROLES IN THE EVENT OF AN EMERGENCY

EMERGENCY MEASURES COORDINATOR



- The emergency measures coordinator will manage emergency situations using the fire safety and emergency procedures manual.
- He is the link between the incident and the emergency services in the city of Montreal

BUILDING SYSTEMS MANAGER (MAINTENANCE)



When the emergency services arrive on the scene, it will be important to assist them in directing their response effectively. In this regard, the building systems manager essentially acts as the human interface between emergency responders and the complex technical infrastructure of a facility.

ASSEMBLY POINT COORDINATOR



- The assembly point coordinator will welcome you at the assembly point at the exterior visitor parking area at the front of the building.
- He will advise the coordinator that you have reached the assembly point.
- You will be asked to stay at the assembly point.
- If the weather is particularly cold, you will be notified of a possible move to the temporary accommodations location.
- You will not be allowed to enter in or leave the parking area in a vehicle for the safety of all evacuees.

Your full cooperation helps save lives.