

# 150 KING STREET WEST



# TENANT FIRE WARDEN MANUAL

## **AUDIT OF BUILDING RESOURCES**

### **GENERAL DESCRIPTION**

150 King Street West is a 28-storey office building with a PATH entrance and St. Andrew subway station, two mechanical penthouse levels, and three underground parking levels (P1 and P2 and P3).

Electromagnetic locks are located throughout the building controlling access and exiting for security purposes. In an emergency situation, these doors will release automatically upon activation of the fire alarm system.

### **FIRE DEPARTMENT RESPONSE**

The Fire Department will respond to the main entrance on the south side of the building (the corner of University Avenue and King Street W).

### **SRINKLER SYSTEM**

A wet type sprinkler system is provided throughout the building (above grade). The loading dock is provided with a dry type sprinkler system. The underground parking levels P1/P2 and P3 and the concourse are also sprinkled with a wet type system. The parking ramps have a Dry system.

Water flow switches and alarms pressure switches, which detect water flow (sprinkler head activated), are connected to the fire alarm system. All sprinkler control valves are electrically supervised by the fire alarm system.

There are two sprinkler Siamese connection locations. One connection is located on University Avenue at the North West corner of the building. The other connection is located on King Street at the south centre of the building exterior.

### **STANDPIPE SYSTEM**

A wet type standpipe system is provided throughout the building. There are minimum four fire hose cabinets on each floor. All fire hose cabinets are equipped with 75' of hose. There are two fire pumps connected to the standpipe system. There are two city fire hydrants located on University Street and York Street.

### **STORAGE TANKS**

There are two 20,000G or 75,700L water storage tanks located on the mechanical level 28<sup>th</sup> floor, which serve both the sprinkler and standpipe system.

## **FIRE EXTINGUISHERS**

Fire extinguishers are provided in all fire hose cabinets throughout the building. Four dry chemical (Class ABC) fire extinguishers are located on each floor.

## **EMERGENCY POWER**

Emergency power is provided by a diesel generator to the following fire protection systems:

- Fire alarm system
- Emergency voice communication
- Smoke exhaust fans
- Emergency lighting
- Exit signs
- Fire pumps
- Fire fighter's elevator.

## **ELEVATORS**

There are a total of 17 elevators. There are two Shuttle elevators that serve the underground parking levels to the ground floor inclusive. The service elevator serves the P3 parking level to the 28<sup>th</sup> floor inclusive. The six low rise elevators serve the elevator lobbies of the main floor to the 15<sup>th</sup> floor inclusive. The six high rise elevators serve the elevator lobbies of the main floor, along with floors 15 through 28 inclusive. The kitchen elevator serves the Shipping & Receiving on the ground floor to 2<sup>nd</sup> Floor inclusive.

There is a designated fire fighters elevator. The fire fighter's elevator is the service elevator located on the ground floor by the loading dock area. This is the only elevator that serves all floors during a Fire emergency. Other elevators can be selected for emergency operation if required.

Elevator shafts are provided with venting upon activation of a smoke detector located at the top of the shaft.

## **SMOKE CONTROL**

The vestibule between 150 King Street West, St. Andrew Subway Station, and Exchange Tower is provided with a pressurization fan that activates upon receipt of an alarm.

## **CENTRAL ALARM & CONTROL FACILITY (CACF)**

The CACF is located on the ground floor adjacent to the parking shuttle as identified on the floor plans.

The CACF contains the following:

- Fire alarm control and annunciator panel,
- Voice communication controls,
- Manual release of electromagnetic locks.
- Elevator recall
- Emergency Phones

## **FIRE ALARM SYSTEM**

The building is covered by a Simplex 4100 U 2 Stage addressable fire alarm system, the fire alarm system is designed such that activation of a fire alarm initiating device in any portion of the building will cause a general alarm (evacuation) to sound on the floor originating the alarm, the floor above and the floor below. An alert signal will sound throughout the remainder of the building. If the alarm is not acknowledged within five minutes, alert signals will advance to general alarm (evacuation).

A general alarm can also be initiated manually by operation of a key switch located in any manual pull station or by switch activation at the CACF room.

An alert signal is distinguishable from a general alarm signal as it sounds a slow pulsing of the alarm signals over the emergency voice communication system as opposed to a continuous or fast pulse operation of the alarm signals for general alarm (evacuation).

The fire alarm system is initiated by manual pull stations, smoke detectors (top of stair wells and elevator lobbies), heat detectors (elevator shafts) and sprinkler systems (throughout the building).

Upon operation of the fire alarm system, the following will occur:

- all electromagnetic locks will release,
- smoke control system will activate as previously described,
- alarm signals will sound as previously described,
- all supply and return fans will shut down,
- transmit alarm to central monitoring station.

A manual emergency voice communication is provided throughout the complex to provide messages for the alert and alarm signals. A microphone is located in the EVAC room and lobby security desk which allows manual operation for all other messages.

Fire Department handsets (red telephones) are located at each stair entrance. The master handset is located at the EVAC room.

To use the Fire Department handset, open the door and lift the handset. This in turn will cause a light to flash and a trouble signal to sound in the EVAC room. The flashing light will let the

CACF operator know what floor the call is coming from. The CACF operator will select that floor and will be able to talk to you.

There may be some delay by the CACF operator in responding to your call depending on their response time to the CACF or if they are currently talking to another floor.

Fire Department handsets are designed for fire fighter's use only. They may be used if someone is trapped or requires assistance but be aware that Security and the fire department will be attending to the fire emergency.

Emergency power for the fire alarm system is provided by a diesel generator and by batteries located within the control unit.

The fire alarm system is monitored by a central station monitoring company.

### **EXITS**

There are two main exit stairs (North and South) that serve the building from the 28<sup>th</sup> mezzanine level floor to the ground level. At the ground floor the two main stairs lead directly to outside of the building (North and South side).

The North Stairwell A exits the building on the North side to Pearl Street.

The South Stairwell B exits the building on the South side to King Street.

Crossover floors provide access to an alternate exit stair in the event that you encounter smoke in the exit stair you are using as a primary means of escape. The following floors are designated as crossover floors:

3  
7  
11  
13  
17  
20  
25  
28M

### **AREA OF ASSEMBLY**

Building occupants are to move as far from the building as possible. A safe distance is considered to be 100 meters. Avoid open parking lots adjacent to the building.

A designated re-grouping area for your office is ideal. It can serve as a main location where Fire Wardens can communicate with co-workers. A well planned re-grouping area will also consider potential weather conditions and allow for an extended temporary stay of an hour or two if necessary.

## **EXITS PARKING GARAGE**

There are four main exit stairs that serve the building from the P3 level to the ground level. At the ground floor three main stairs lead directly to outside of the building (north and south side). Stairwell 3 leads you to the ground floor adjacent to the shuttle elevators.

The North-East Stairwell 5A (Parking Section D) exits the building on the Northwest side to Pearl Street.

The North-East Stairwell 6A (Parking Section A) exits the building on the Northeast side to Pearl Street.

The South-East Stairwell 7A (Parking Section B) exits the building on the Southeast side to York and King Streets.

The South-West Stairwell 8A (Parking Section C) exits the building, via Corridor/Stairwell 8B, on the South side to King Street.

The South-East Stairwell 3 (Behind the Parking elevators) exits at the main lobby (Ground Floor), adjacent to the parking elevators.

**TENANT FIRE WARDEN**

**INFORMATION SECTION**

## **150 KING STREET WEST**

### **TENANT/ASSISTANT FIRE WARDENS**

A minimum of one Tenant Fire Warden will be selected from each tenant in the building. If a tenant occupies the entire floor, then a minimum of two Fire Wardens and two assistant Fire Wardens will be selected. The duties of these Wardens include:

- Complete and return to the Management office - Form#K016. (Located on the last page of this section)
- To be familiar with their floor areas, exits and the locations of fire fighting equipment.
- To be familiar with personnel who require assistance to evacuate their office and ensure that the Building Management Office and Security is provided with an up-to-date list of all such persons in their respective offices.
- Assisting in the evacuation of building occupants as described under "Emergency Procedures."
- Participating in fire drills as described in this Plan.
- Assisting in fire prevention by noting and reporting to the Building Management Office where fire hazards exist.
- Ensuring that a backup Tenant/Assistant Fire Warden has been selected and is advised of your absence (i.e. not in office, vacation, meeting, etc.).

## **EMERGENCY PROCEDURES**

The emergency procedures are addressed under three categories:

1. If you discover a fire.
2. If you hear a fire alarm alert signal.
3. If you hear a fire alarm evacuation signal.

### **IF YOU DISCOVER A FIRE**

Upon discovering a fire, the following steps are to be taken:

- Leave the fire area immediately removing any person in immediate danger. Make sure that doors to the affected area are closed.
- Activate the building fire alarm system by operating the nearest fire alarm station as you leave the fire area.
- Call the Fire Department at 911 when it is safe to do so. Advise them of your Building address – 150 King Street West and floor number.
- Contact Security to advise of the situation: **416-585-9484**
- Perform your duties as outlined in the "Emergency Procedures" section of this plan, only if safe to do so.
- After completing your emergency duties, exit the building immediately.
- Use stairways to exit. Do **NOT** use elevators. If you encounter smoke in the stairway, use an alternate exit.
- Do not return to the building until it is declared safe to do so by the Fire Department.

### **REMAIN CALM**

Note: Doors that are provided with electromagnetic locking devices shall release upon activation of the fire alarm system. These doors are identified by a sign having **"EMERGENCY EXIT UNLOCKED BY FIRE ALARM."**

## **IF YOU HEAR A FIRE ALARM ALERT SIGNAL**

*Intermittent slow pulsing of the alarm signals: i.e. 20 strokes per minute*

### **TENANT/ASSISTANT FIRE WARDENS**

- Immediately put on your Identification Fire Life Safety Armband.
- Instruct people in your area that they are to prepare for an evacuation and to remain calm.
- The Tenant/Assistant Fire Warden will instruct two persons to aid anyone in their office who requires physical assistance (i.e. wheelchair, blind, recent surgery etc) if the fire alarm 2nd stage (general alarm) has been initiated.
- Tenant/Assistant Fire Wardens are to ensure their exits are unobstructed and that there is no smoke in the stairwells. Prepare to utilize an alternate exit if needed.
- If you see smoke in the stair, please proceed to the other stairwell and evacuate if safe to do so. If smoke is in both stairwells please notify security at the CACF by using the firemen's telephone.
- Listen for the fire alarm evacuation signal.
- Follow instructions of the voice communication messages and the Fire Department.
- Do not call security for updates, announcements will be through the Public address system.

## **IF YOU HEAR A FIRE ALARM EVACUATION SIGNAL**

*Continuous or fast pulsing operation of the alarm signals: i.e. 120 strokes per minute*

### **TENANT/ASSISTANT FIRE WARDENS**

- Immediately put on your Identification Fire Life Safety Armband (only if safe to do so).
- Assist people in your area to leave the building via the nearest exit stair. Advise occupants that they are to move away from the building as far as possible.
- Provide the assistance necessary to maintain a calm and orderly evacuation.
- Instruct sufficient people to aid anyone in their office who requires physical assistance (i.e. wheelchair, blind, recent surgery, etc.) and immediately move them to the nearest stair for evacuation.
- To avoid congestion in the stair, persons who require assistance are to be moved off the floor last **only if it is safe to do so.**
- If the fire is located on your floor, move the persons who require assistance to a safe and unaffected floor and notify Security at the CACF of their location by using the firemen's telephone.
- If safe to do check washrooms and other closed areas to ensure total evacuation.
- Close all doors behind you.
- Retail Tenant/Assistant Fire Wardens if safe to do so ensure cash receipts are secured, and kitchen equipment, if any, is turned off.
- Provide report form to the Exit Stair Warden that shows your area is in all clear status. If anyone is unaccounted for, identify person(s) and work area in the report form.
- Leave the building by using the nearest exit stair.
- Tenant/Assistant Wardens on lower floors to assist in traffic control while building occupants are crossing the street.
- If on site, the back-up Tenant/Assistant Fire Warden will help in these duties.
- Follow the instructions of the Fire Department.

**150 KING STREET WEST  
TENANT FIRE WARDEN INFORMATION**

This form is to be completed and filled out by the Tenant Fire Warden for each suite at 150 King Street West and forwarded to the BentallGreenOak Management Office upon completion. This form is to designate a Tenant Fire Warden or Wardens who will be responsible for the duties as outlined in the Building Fire Life Safety Plan.

<b>Tenant Name:</b>
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<b>Floor:</b>
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<b>NO. Of Occupants Requiring Assistance:</b>
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<b>TENANT FIRE WARDEN:</b>
<b>TELEPHONE NO:</b> _____ <b>EXT:</b> _____

<b>TENANT FIRE WARDEN:</b>
<b>TELEPHONE NO:</b> _____ <b>EXT:</b> _____

<b>TENANT ASSISTANT FIRE WARDEN:</b>
<b>TELEPHONE NO:</b> _____ <b>EXT:</b> _____

<b>TENANT ASSISTANT FIRE WARDEN:</b>
<b>TELEPHONE NO:</b> _____ <b>EXT:</b> _____

**This section is to be completed for occupants that require assistance in the event that an evacuation of the building becomes necessary. The occupants listed would be required to assemble by the stairwell and await pickup from building security and personal through the service elevator. If you have more than 2 persons requiring assistance, please attach their contact information on a separate sheet.**

<b>NAME:</b> _____
<b>TELEPHONE NO:</b> _____ <b>EXT:</b> _____
<b>REASON:</b> _____ <b>FLOOR LOCATION:</b> _____

<b>NAME:</b> _____
<b>TELEPHONE NO:</b> _____ <b>EXT:</b> _____
<b>REASON:</b> _____ <b>FLOOR LOCATION:</b> _____

## **FIRE DRILLS**

## **THE HOLDING OF FIRE DRILLS**

The purpose of a fire drill is to ensure that all members of the Fire Life Safety Committee and building occupants are totally familiar with emergency evacuation procedures, resulting in orderly evacuation with efficient use of exit facilities.

## **METHOD OF HOLDING FIRE DRILLS**

Fire drills for all Fire Safety Committee Members are held once annually.

Occupants of the building may be notified the date in advance by Property Management.

The Fire Department and the central station monitoring company must be called before and after the drill.

Notify the police department in order as they may decide to send foot patrols to redirect traffic when occupants are evacuating the building.

The Fire Safety Committee will meet one week prior to the drill for a briefing meeting. This meeting is held to ensure that all members of the Fire Safety Committee will be in attendance and are aware of any changes in the procedures.

Once the drill is underway and the fire alarm has been activated, the Committee members will go through their procedural steps.

After the fire drill has been conducted the Security Officer will reset the fire alarm control panel.

A short debriefing session will then take place at which time all questions should be raised regarding emergency procedures. The Committee members will also be asked to fill out their Fire Drill reports and comment as necessary and return it to the Management Office.

The Management Office will maintain a record of all such drills. Emphasis will be placed on an orderly evacuation and the training of the Fire Safety Committee.

Occupants will be requested to advise the members of the Fire Safety Committee if they experienced difficulty in hearing the alarm.

**150 King Street West**

**FIRE ALARM DRILL REPORT**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Time Alarm Sounded: \_\_\_\_\_

Your location when alarm sounded:		
Were alarm signals heard adequately?	Y	N
Did you observe any tenant panic?	Y	N
Did tenants respond favourably to drill?	Y	N
Did tenants respond in accordance with Fire Safety Plan?	Y	N
Deficiencies Noted:		
General Comments:		

# **FIRE PREVENTION**

## **FIRE PREVENTION**

Good fire prevention is an effective method for implementing fire safety in the building. The following comments are provided for all building staff and occupants.

- Avoid careless storage practices.
- Ensure that articles such as boxes and storage racks do not obstruct doorways.
- Be familiar with your responsibilities during a fire condition in the building.
- Keep fire doors closed at all times.

Watch for the following electrical faults:

- Main Electrical Distribution Panel
  - lacks protective cover
  - appears to be over fused
  - evidence of fuses by metal jumpers (use of pennies, aluminium foil, wires, etc.)
- Extension Cords
  - spliced
  - under rugs
  - fastened to wall
  - damaged or deteriorated
  - being used as permanent wiring, and
  - octopus wiring.
- Permanent Wiring
  - junction boxes lack protective cover plates
  - improper splices and joints.
- Appliances and Electrical Equipment
  - heaters or lamps too close to combustibles
  - unapproved or home-made appliances lack either CSA or Ontario Hydro Special Inspection label
  - appliance cord spliced.

**ALTERNATE FIRE**

**&**

**SAFETY MEASURES**

## **ALTERNATE FIRE SAFETY MEASURES**

The Toronto Fire Department and members of the Fire Safety Committee must be advised of the temporary shutdown of any fire protection systems in the building. Alternative measures for fire safety, satisfactory to the Fire Department shall be implemented during the shutdown time.

The following procedures shall be followed:

- When the fire protection systems will be affected for a period of 24 hours or less:
  - Toronto Fire Department Communications office should be contacted, advising the officer responsible of the fire protection deficiencies and what actions will be taken.
  - Notify the Toronto Fire Department when fire protection systems are returned to normal.
- If the period of interruption is for a period of greater than 24 hours:
  - then written notification must be provided to the Fire Chief indicating the systems or equipment that will not be working,
  - the duration for which it will not be working,
  - the alternate measures taken and the parties that have been notified.
- At the expiry of the interruption of service and the system or equipment is restored to normal, the fire chief is again to be advised of the system restoration to normal.
- The central station monitoring company must be called before the life safety system is shut down and when it has been returned to normal.
- Post notices on all floors by elevators and in lobby entrance stating problem and when it is expected to be corrected.

## **FIRE ALARM AND SPRINKLER SYSTEM**

In the event the fire alarm system, sprinkler system, or any part of these systems is shutdown, a continuous patrol by building staff will be conducted. If a fire is detected, patrolling staff will notify the Fire Department and utilize bullhorns (if fire alarm inoperative) to notify occupants of a fire condition. Patrols should concentrate on unoccupied spaces such as storage rooms and computer rooms.

## **EXITS**

If an exit is unavailable for egress due to construction or repairs, temporary exit signs shall be installed to clearly identify alternate exits. Temporary emergency evacuation instructions will be discussed with the members of the Fire Safety Committee by the Operations Manager.

After restoration of the normal egress path, ensure that temporary exit signs are removed.