

Metrotower Office Complex

OCCUPANT FIRE SAFETY PLAN

In accordance with the British Columbia Fire Code and the Burnaby Fire Department, the Owners and Managers of 4710 and 4720 Kingsway provide a Fire Safety Plan.

The prime objective of the Fire Safety Plan is to ensure the safety of the building occupants. This brochure provides guidelines for fire emergency procedures. We ask that you review and become familiar with them.

The Plan calls for regular Fire Drills and comprehensive checks, tests, and inspections of our Life Safety Systems. Our computerized fire protection system ensures that our facilities are maintained on a regular basis and are in accordance with legislation.

Fire Drills are a critical function as they allow building occupants, Fire Safety Volunteers and Metrotower Office Complex staff to maintain familiarity with the fire safety procedures, providing a safe and orderly evacuation.

We are constantly looking for ways to upgrade our building systems, maintenance, and tenant safety and satisfaction. Life safety is a shared responsibility.

Your comments and suggestions are welcome.

Stephen Harrington
General Manager

FLOOR WARDENS are the backbone of the safe evacuation of building occupants. Look to the Floor Warden for information and/or direction in case of emergency. Floor Wardens can be identified by their red hardhat in case of emergency. Deputy Floor Wardens wear a yellow hardhat.

ALARM SYSTEM

Metrotower Office Complex has a two-stage alarm system.

Depending on the nature and source of the problem, occupants may hear either of these two alarms:

1. **INTERMITTENT ALERT ALARM** (slow beep):
 - a) remain calm, check the time
 - b) standby in your current workspace location
 - c) do not enter the stairwells until instructed to do so over the p.a. or by the Floor Warden
2. **CONTINUOUS EVACUATION ALARM** (fast beep):
 - a) remain calm
 - b) line up at a stairwell door and prepare to evacuate
 - c) evacuate as instructed by the Floor Warden
 - d) if you have heard no instructions over the p.a. within 5 minutes, evacuate.

EVACUATION PROCEDURES

1. Go to the nearest stairwell, close all doors behind you
2. Check that the stairs are smoke-free; if there is smoke in the stairwell, proceed to other stairwell
3. Go down stairs in single file until you exit building; always keep to outside wall
4. Stay clear of building, away from parkade
5. Return to building when declared safe.

FIRE EMERGENCY PROCEDURES

UPON DISCOVERY OF FIRE OR SMOKE

1. Close all doors behind you, but do not lock
2. Activate fire alarm at closest pull station
3. Call 911 giving address, nature of emergency and exact location (i.e. N.E. corner, 25th floor)
4. Inform the Floor Warden and warn persons nearby
5. Evacuate building promptly.

IF YOU CANNOT LEAVE YOUR OFFICE (due to fire or smoke)

1. Close your door but leave unlocked for access by Firefighters
2. Dial 911 and tell Fire Department your address, floor and exact location
3. Seal cracks around door where smoke could enter with jacket or wide tape
4. Wait to be rescued
5. Crouch low to floor if smoke enters room
6. Move to the most protected area
7. Listen for instructions which may be given by authorized personnel.

In case of emergency, **CROSSOVER FLOORS** allow you to exit a stairwell to go to an alternate stairwell. Crossover floors are as follows:

Metrotower I: 5, 10, 16, 21 and 26

Metrotower II: 7, 12, 18, 23 and 26

There are many **PERSONS REQUIRING ASSISTANCE** for whom it would be unsafe to evacuate via the stairs, such as those with heart problems, high blood pressure, disabilities, or who are pregnant. Persons requiring assistance should go to the refuge area near the stairwell on their floor and wait for the Fire Department who, if necessary, will rescue them via the Firefighter's elevator. Please keep the Administration Office, your Floor Warden and Deputy Floor Warden informed of anyone who might require such assistance. The Floor Warden will advise the Fire Safety Director or Fire Department in the lobby of the number of people left on the floor for rescue.

AVOID FIRE HAZARDS

1. Keep corridors, stairways & exits clear of obstructions and garbage
2. Keep doors to stairways closed
3. Turn off electric equipment nightly (i.e. coffee makers, printers, copy machines)
4. Hand over flammable liquids or aerosol cans to maintenance staff for disposal
5. Use safe appliances & extension cords
6. Store combustibles in a safe manner

ALWAYS dial 911 immediately whenever emergency assistance is needed

ALWAYS report any condition considered to be a fire hazard to your supervisor

ALWAYS know where stairwell exits, pull stations, and crossover floors are located

ALWAYS obey your Floor Warden