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Emergency Procedures

Context:

Members and all employees of the Legislative Assembly will be informed of the emergency procedures for the building. The Facilities Manager is responsible for educating new staff and supplying information updates and resource materials to everyone with offices in the Legislative Assembly building.

2.06.01 Evacuation

Fire evacuation routes are posted prominently throughout the Legislative Assembly building. The diagrams show the primary route for evacuation and a secondary route in case the first is blocked.

The evacuation of the building in the case of a bomb threat differs from the evacuation in the case of a fire. In the case of a bomb threat, the intercom system or telephones will be used to notify the occupants and give directions on how to exit the building.

It is the responsibility of all occupants to identify nearest building exit and alternative exit and familiarize themselves with the resource materials supplied by the Facilities Manager.

Evacuation of Persons Needing Assistance

The Facilities Manager must be informed of any persons in the building needing assistance in the case of an evacuation. The Facilities Manager will designate staff to assist the person during an evacuation.

Re-entry to the Legislative Assembly Building

After evacuation people are not to re-enter the Legislative Assembly building until the Fire Chief notifies the Facilities Manager that it is safe to re-enter.

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2.06.02 Fire

When fire or smoke is detected, all persons in the immediate area must be notified and the fire alarm activated.

When the fire alarm is sounded all occupants must leave the building by the nearest exit or alternative exit. Occupants must not use elevators during an evacuation of the building.

The person(s) activating the alarm must contact security personnel and pass on any pertinent information. Security personnel will telephone the Fire Department and relay relevant information.

Staff are directed to meet in the parking lot of the building and report to their supervisor. The supervisor will inform the Floor Warden of any individuals who may still be in the building.

2.06.03 Fire Warden and Floor Wardens

The Chief Fire Warden is responsible for coordinating the evacuation of the Legislative Assembly building and liaison with the Fire Department. Floor wardens report to the Chief Fire Warden.

Each floor of the Legislative Assembly has a primary and secondary floor warden. These individuals are responsible for searching and assisting the evacuation of occupants. Floor wardens:

- Direct the evacuation of their floors
- Check all offices, washrooms and storerooms to ensure they are clear of all occupants;
- Ensure that all doors are closed, if possible
- Report the status of the evacuation of the floor to the Chief Fire Warden stationed at the main doors to the building; and
- Assemble with the rest of the occupants in the parking lot.

2.06.04 Fire Control

Individuals must not place themselves at risk in dealing with a fire in the building. The only people that should try to control

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or extinguish fires are those who are trained in fire control, containment and extinguishment procedures.

2.06.05 Bomb Threats

All bomb threats must be treated as real and dealt with in the proper manner unless there is sufficient evidence to indicate otherwise.

Bomb threats may be received by telephone, in person, by mail, by messenger or courier. The response to a bomb threat depends upon the method by which the threat is delivered.

Telephone

If a threat is received by telephone the recipient should try to obtain as much information as possible from the caller. Pertinent information includes what time the bomb will explode, location of the bomb, reason for placing the bomb and any information that could be used to locate or identify the caller. The time of the call and the wording used by the caller should be recorded as soon as is reasonably possible.

Upon receiving a telephoned threat Legislative Assembly building security should be notified as soon as possible.

In Person

If a bomb threat is delivered in person it is wise to remain calm and comply as much as possible with the individual's demands. Without antagonizing the messenger efforts should be made to notify the Legislative Assembly security office. It is important to develop a good description of the individual.

Written Message

If a written threat is received it is important to leave the message where it was found and not to touch it. The Legislative Assembly security office should be notified immediately.

Bomb Discovery

If a bomb is discovered do not touch it. If a person is holding the device when the bomb is discovered they should carefully set it down. The area should be evacuated immediately and if possible, windows and doors should be left open.

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The Legislative Assembly security office should be notified immediately.

Exiting the Building

When exiting the building during a bomb threat, occupants should leave their office doors and windows open.

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