



**EMERGENCY EVACUATION PLAN AND PROCEDURES  
100 METCALFE STREET  
OTTAWA, ONTARIO**



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**EMERGENCY EVACUATION PLAN AND PROCEDURES**  
**100 METCALFE STREET, OTTAWA, ONTARIO**

**SIGNATURE PAGE**

**RESPONSIBLE BUILDING AUTHORITY**

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**Signature**

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**Date**

**HUMAN RESOURCES AND SKILLS DEVELOPMENT CANADA**

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## **EMERGENCY EVACUATION PLAN AND PROCEDURES**

### **100 METCALFE STREET, OTTAWA, ONTARIO**

## **BUILDING INFORMATION**

### **Building Address and Location**

The building is located at 100 Metcalfe Street in the City of Ottawa on the west side of Metcalfe Street and south side of Slater Street.

### **Building Description**

100 Metcalfe is an 18 storey office complex with 3 basement levels. The building consists primarily of open office areas but also includes enclosed offices, kitchen areas, copy areas, boardrooms, mechanical rooms, storage rooms, janitor rooms and washrooms.

A portion of the ground floor level is occupied by two restaurants..

The 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup> and 7<sup>th</sup> floors are occupied by the Department of Justice.

The 8<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, portion of the 16<sup>th</sup>, 17<sup>th</sup> and 18<sup>th</sup> floors are occupied by the Canada Border Services Agency.

The 12<sup>th</sup> and 13<sup>th</sup> floors are occupied by the Ombudsman, DND.

The 14<sup>t</sup>, 15<sup>th</sup> and portion of the 16<sup>th</sup> floors are occupied by Correctional Services Canada.

The maximum number of persons normally occupying the building is approximately 900.

### **Building Owner**

Urbandale Corporation  
2193 Arch Street  
Ottawa, Ontario

### **Property Manager**

Urbandale Corporation  
2193 Arch Street  
Ottawa, Ontario

### **Building Operator**

Marcel Major  
100 Metcalfe Street  
Basement Level 3  
Office Tel: 613-567-6327



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## EMERGENCY EVACUATION PLAN AND PROCEDURES

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## PART 1 – GENERAL

### 1.1 FOREWORD

A safe and secure workplace is essential for the well being of both staff and visitors. To accomplish this, it is important to have a well-trained, vigilant and effective organization made up of members who know what to do in case of fire or other emergencies.

This **Building Emergency Plan** contains the procedures that are to be followed in the event of fire or other emergencies. All Fire and Emergency Organization members are to be thoroughly familiar with their duties and responsibilities. It is strongly recommended that this manual be reviewed from time to time and kept in a handy place for quick reference.

### 1.2 INTRODUCTION

All buildings owned or leased by the Government of Canada are designed, constructed and equipped to meet the appropriate Building Fire Codes.

Most fire fatalities are caused by asphyxiation from smoke -- not by burns. Therefore, safe and efficient evacuation procedures are crucial in any fire emergency. For that reason, everyone must know what to do in the event of a fire or other emergency.

To prevent fires and plan for emergencies, a Fire and Emergency Organization has been established in 100 Metcalfe consisting of approximately 50 members, most of who are volunteer employees. Their duties are described in the following pages.

### 1.3 POLICY STATEMENT

The Fire and Emergency Organization is committed to developing and maintaining a program of services that is responsive, efficient and effective for all employees, occupants and visitors.

The Fire and Emergency Organization's mission will be accomplished through training, safety, prevention and inspection Programs.

It will:

- Provide a rapid and professional response to an emergency;
- Investigate the cause and circumstances of any fire and/or emergency situation;
- Implement prevention measures;
- Provide standard levels of related training;
- Maintain the appropriate records for reporting and audit evaluation; and
- Evaluate building plans to ensure the policy levels are maintained.



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**1.4      EMERGENCY TELEPHONE NUMBERS AND FIRE EMERGENCY ORGANIZATION OFFICIALS**

See **Appendix A**.

**1.5      GENERAL BUILDING INFORMATION**

The building has the following safety features: Two stage Fire Alarm System, Emergency Voice Communication System, Emergency Power Supply, Pull Stations, Crossover floors, Fire fighter service elevators, Automatic Sprinkler Systems, Heat and Smoke Detectors, Emergency Lighting, Exit Signs, Standpipe and Hose Cabinets, Fire extinguishers, flashlights located in the fire hose cabinets and an Emergency Organization. Take the time to familiarize yourselves with the Evacuation Plan / Fire – Orders that are located next to the elevators.

**1.5.1      EMERGENCY EXITS**

Every emergency exit door is identified by the “**EXIT / SORTIE**” sign which is located over or adjacent to emergency exit doors. These signs are illuminated continuously. If for some reason the sign is not illuminated, please contact the National Service Call Centre at **1-800-463-1850** to report this. We encourage you to familiarize yourself with your nearest exit.

**1.5.2      FIRE EXTINGUISHERS, FLASHLIGHTS AND FIRE HOSES**

Fire extinguishers, flashlights and fire hoses are located in recessed cabinets near each of the stairwell exits on every floor. Please see **Appendix G** to learn how to use a fire extinguisher.

**1.5.3      RED EMERGENCY TELEPHONE**

The red emergency telephones are located near all stairwells. They are to be used during an emergency to report that mobility impaired persons and their monitors are in their pre-determined location and ready to evacuate. When using these telephones, remain calm, speak slowly and give the floor number and the stairwell identity letter, which are located on the sign next to the emergency stairwell door.

**1.5.4      RED FIRE ALARM PULL STATIONS**

Fire alarm pull stations are located on each floor next to emergency stairwell exits. Pull the lever down to activate the fire alarm.

**1.5.5      FIRE ALARM SYSTEM**

**When you hear an alarm you must stop working.**



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This building is equipped with a two stage fire alarm system. The evacuation signal (fast, loud, intermittent sounding bell - 3 rings - pause - 3 rings) occurs on the floor the alarm originated from, the floor above and the floor below. **All occupants of these three (3) floors MUST evacuate the building immediately.**

A slow, constant sounding bell (1 ring – pause – 1 ring – pause) warning will sound on all other floors. **Occupants of these floors MUST prepare to evacuate.**

#### 1.5.6 VOICE COMMUNICATION SYSTEM

The building is equipped with a voice communication system, which is to be used only under the direction of the Building Superintendent (Fire Emergency Supervisor) and/or the Municipal Fire Chief. Dependent upon the event, the voice communication system can be used to advise building occupants of specific instructions in regard to the emergency (i.e. directing remaining occupants to remain on their floors; directing evacuating persons to use a specific emergency exit stairwell; directing all remaining occupants to exit immediately; or to give other instructions as necessary).

#### 1.5.7 EVACUATION ROUTES

Plans identifying the evacuation routes for the floor are posted next to passenger elevator doors.

We strongly recommend that everyone familiarize themselves with the Evacuation Plan / Fire – Orders that are posted next to the elevators.

#### 1.6 FIRE PROTECTION SERVICES OF THE LABOUR PROGRAM OF HRDC

Fire protection services involving Crown property are delivered by Labour Canada via the Fire Protection Services of the Labour Program of HRDC on behalf of Treasury Board as employer. Labour Canada and the Office of the Fire Protection Services of the Labour Program of HRDC are responsible for the provision of fire protection services. Labour Canada has the authority to review the fire and emergency procedures manual and may require or recommend changes to the procedures. Labour Canada also has the authority to determine the method of evacuation.

#### 1.7 FIRE DEPARTMENT ENTRY AND AUTHORITY

In the event of an alarm, the responding fire department is in complete charge of the situation upon arrival. Their directions must be followed. Only the officer in charge of the Fire Department can authorize freight elevator use, fire alarm panel resetting and the building re-entry.

The Fire Department official on the scene will respond to the central control panel located at the ground floor level and be met upon arrival by the Building Superintendent and the Chief or Deputy Chief Building Emergency Officer.

The building superintendent will facilitate fire department access to the building, meet the fire department and provide information pertaining to the alarm or location of the fire.



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#### **AFTER NORMAL HOURS**

The building is equipped with an Ottawa Fire Department key box that will allow the responding Fire Department to gain access to the building.

During non-business hours, the building's fire alarm system will automatically initiate second stage after five minutes of operation.

#### **1.8 POLICY REQUIREMENTS**

The Agency must conform to the fire safety standards issued under the authority of Treasury Board's policies on occupational safety and health, the *National Fire Code of Canada* and the *National Building Code of Canada*.

#### **1.9 TREASURY BOARD**

Treasury Board approves and communicates fire protection policies or standards that are required to complement the *Canada Labour Code*.

#### **1.10 FIRE EMERGENCY ORGANIZATION**

A Fire Emergency Organization (FEO) is a formal organization of designated staff that performs specified duties in the event of a fire or other emergency.

All Floor Emergency Officers have hard hats: white for the Chief Building Emergency Officer, and Deputy Chief Building Emergency Officer and yellow for the Floor Emergency Officers.

#### **PERSONNEL APPOINTMENT AND TRAINING**

Personnel for the fire emergency organization shall be employees who are normally employed in the building and shall be recruited on an equitable basis from staff of all occupying departments.

Every fire emergency officer shall be instructed and trained in the responsibilities under the fire safety plan.

In accordance with the Canada Labour Code, Canada Occupational Safety and Health Regulation, Part XVII, all emergency officers shall meet at least once each year or after any procedural change is made in the evacuation plan.  
A record of all meetings and training shall be maintained.

#### **1.11 BUILDING EMERGENCY ORGANIZATION WORKING HOURS**

The Building Emergency Organization is on duty during working hours, which are from 8:00 a.m. to 4:30 p.m. Monday to Friday. The Building Emergency Organization is not on duty on weekends or statutory holidays.





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**1.12 EVACUATION DRILL REQUIREMENTS**

- **One** evacuation drill must be held annually in which all occupants are expected to participate. An evacuation resulting from a false alarm is not to be considered an evacuation drill. The disabled shall participate as much as reasonably practical.

Evacuation time for the building is approximately 10 to 15 minutes.

- An evacuation drill by designated staff must be held **every two months**.
- An evacuation drill by occupants and Building Emergency Organization members must be held **every three months** involving groups of adjoining floors.

**1.13 FIRE ALARM REPORT**

The Chief Building Emergency Officer must:

(a) within 12 hours of a fire's occurrence, advise the Fire Commissioner, through the applicable Labour Canada regional or district office, of every fire:

- involving a fire death or fire injury;
- of suspicious origin;
- causing a loss of \$250,000 or more;
- causing a significant interruption of essential federal services;
- necessitating immediate action to prevent a recurrence; or

(b) within 14 days of a fire's occurrence or an alarm, using the relevant report form prescribed by Labour Canada: **(Fire Report: Lab 1019E; Casualty Report: Lab 1020E)**.

- conduct a preliminary examination of the fire and submit a report to the applicable Labour Canada regional or district office;
- submit a fire casualty report for every fire death or injury;
- submit reports of any formal fire investigations undertaken subsequent to the preliminary examination stage;
- investigate and record fire alarms not triggered by fire.

(c) co-operate with authorized fire investigators and help them perform the duties associated with this policy;

(d) apply recommendations resulting from fire investigations;

(e) assess losses due to fires as follows:

- loss of goods that do not require replacement must be computed as per their depreciated book-value;
- loss of any goods estimated at \$1,000 or less that require replacement, and property that is to be replaced, shall be reported on a straight replacement-cost basis;



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- loss of any goods estimated at \$1,000, and over and that require replacement, must be computed as per the good market value at the time the loss. This value should not exceed what it would cost to repair or replace the good by similar materials and with the same quality;
- the amount of loss must include overhead costs such as cleaning and recovery costs, replacing files, use of other premises, etc., but not the loss of use and occupancy nor the loss caused by the interruption of activities; and
- loss of personal goods located in the government premises are included only if the government reimburses these losses.

(f) Refer to the Fire Commissioner's office regarding the requirement to check the building damaged by fire.

#### **1.14 ACCESSIBLE CROSSOVER FLOOR**

During a building evacuation, if your primary stairwell emergency exit becomes unsafe because of smoke or other hazards, a crossover floor will allow you to reach an alternate stairwell. These floors have been designed to eliminate any barriers, such as card readers, which would restrict movement from one stairwell to another.

The accessible crossover floors are the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 7<sup>th</sup>, 12<sup>t</sup> and 17<sup>th</sup>.  
Signs identifying crossover floors are located in the stairwells next to the crossover floor door.

#### **1.15 RENDEZVOUS - ASSEMBLY AREA**

See **Appendix B** for meeting area instructions for occupants exiting the building.

#### **1.16 FIRST AID POST**

In the event of an evacuation, a temporary first-aid post will be established at the Security Guard Post.

#### **1.17 PROTECTION OF CLASSIFIED OR PROTECTED INFORMATION AND/OR ASSETS**

Supervisors must pre-determine what special attention must be taken to protect classified or protected information and/or assets in case of fire or other emergency. In the event of an evacuation, all classified material should be locked securely away, as long as this can be done without exposing employees to danger or impeding fire-fighting operations.



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## **PART II - FIRE EMERGENCY**

### **2.1 FIRE ORDERS - ALL BUILDING OCCUPANTS**

Notwithstanding the fact that there is an emergency organization in the building, **all occupants are responsible for their own safety.**

#### **IF YOU DISCOVER FIRE, SEE SMOKE OR SMELL GAS:**

- Warn persons nearby.
- Sound the nearest manual fire alarm pull station located beside the door to the stairwells on each floor.
- When in a safe location, dial 9-1-1, give the building's name, address, floor and office numbers and the type of incident that is occurring.
- Evacuate **IMMEDIATELY** using the nearest safe exit.
- **Do not** use elevators for evacuation purposes.
- **Do not** take food or liquids with you when evacuating.
- Keep noise to a minimum; listen for messages that may be broadcast over the voice communication system.
- Proceed outside and clear of the building to a minimum of 100 m (300 feet).
- Stay clear of Emergency Services staff and vehicles.
- Assigned monitors will help personnel requiring special assistance. See **Appendix F**. If you cannot use the stairs to evacuate, use a red emergency telephone located next to the emergency stairwell exit to contact the fire panel room, or use a telephone in a safe area to call 9-1-1.
- **If your clothes catch fire, Stop, Drop and Roll.** See **Appendix H**.

#### **IF THE FIRE ALARM SOUNDS DURING NORMAL BUILDING HOURS:**

(3 rings - pause - 3 rings)

- **STOP** all work, remain calm, evacuate **IMMEDIATELY**.
- **If safe to do so, lock up sensitive material.**
- **Obey instructions received from Floor Fire Emergency Officers.**
- This signal will sound on the floor of the alarm and the floors immediately above and below it. The occupants of these floors must evacuate **immediately**. An alert alarm signal will be heard on all other floors (1 ring – pause – 1 ring – pause). All occupants **must stop working** and listen for the alarm to evacuate.
- **Use the nearest safe exit.**
- **Do not** use elevators for evacuation purposes.
- Proceed outside and clear of the building to a minimum of 100 m (300 feet).
- Stay clear of Emergency Services staff and vehicles.
- Assigned monitors will help personnel requiring special assistance. See **Appendix F**. If you cannot use the stairs to evacuate, use a red emergency telephone located next to the emergency stairwell exit to contact the fire panel room, or use a telephone in a safe area to call 9-1-1.
- Do not try to remove any vehicle from the parking garage.
- **If necessary, wait until congestion in the stairwell is reduced and then proceed.**
- **Obey all instructions of Building Fire Emergency Officers.**
- Return to the building only when authorized by the municipal Fire Chief or by the Chief Building Emergency Officer.



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#### IF THE FIRE ALARM SOUNDS AFTER NORMAL WORKING HOURS:

- **All personnel must stop work**, remain calm and evacuate **IMMEDIATELY**, using the nearest safe exit and proceed outside and clear of the building to a minimum of 100 m (300 feet). Do not use the elevators. The Fire Emergency Organization and monitors for personnel requiring special assistance are not on duty outside normal working hours. If you cannot evacuate by using the stairwell, use a telephone in a safe area to call 9-1-1. Give your name, address of the building, and your present location.

#### 2.2 FIRE PREVENTION - ALL EMPLOYEES

Employees are encouraged to make daily visual inspections of their work area and to report any faulty conditions immediately to their Floor Emergency Officer. (FEO)

Faulty conditions include the following hazards:

- accumulation of combustibles;
- temporary or unsafe electrical wiring;
- exit lights burned out;
- exits and fire separation doors blocked or wedged open;
- damaged or missing fire fighting equipment;
- leaks;
- extension cords strung across hallways and offices; and
- maintenance carts, ladders, tools, boxes, etc. that could impede evacuation, block hallways, fire-fighting equipment, exits and stairwells.

#### 2.3 FIRE AND EMERGENCY ORGANIZATION RESPONSIBILITIES AND DUTIES

##### 2.3.1 Responsible Building Authority and Alternate (RBA / ARBA)

The Responsible Building Authority (RBA) is the highest-ranking departmental official and is responsible for the preparation and administration of the fire safety plan.

The Responsible Building Authority also ensures that physical fire protection features in the building are maintained. Specific responsibilities include:

- Ensuring that an Emergency Organization exists and that it follows the requirements of the fire safety plan;
- Holding fire drills and meetings;
- Assisting the Chief Building Emergency Officer with the building fire safety plan;
- Appoints an alternate RBA;
- Instructs the Chief Building Emergency Officer to initiate search or evacuation procedures in relation to bomb threats and other emergencies (with the exception of fire);
- Ensuring that the Director, Fire Protection Services of the Labour Program of HRDC, is advised of all fires and other building evacuations in accordance with Treasury Board standards.

The alternate RBA acts as RBA in his/her absence and assists in the performance of the RBA duties and responsibilities as directed by the RBA.



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### 2.3.2 **Chief Building Emergency Officer (CBEO)**

The CBEO is responsible for overseeing the day-to-day fire protection/prevention requirements in accordance with the applicable *Codes* for fire safety planning and fire emergency organizations.

It is the responsibility of the CBEO to prepare, implement and administer an approved Building Evacuation Plan as part of an emergency procedures plan for his/her building(s), and submits it for review by the agencies within the building. The CBEO is responsible for establishing, maintaining and administering the Fire and Emergency Organization, including recruitment of Floor Emergency Officers; ensuring that staff post orders comply with the Building Evacuation Plan and holding fire drills as required.

The appointment of a Deputy Chief Building Emergency Officer is the duty of the CBEO.

The CBEO will submit in writing, to the property manager, any obvious fire protection deficiencies in the building(s) and trains members of the Fire and Emergency Organization. When an emergency situation arises, the CBEO, together with the building superintendent will ensure that the fire department has been notified; report in person at the fire alarm panel, manage the emergency situation; dispatch someone to meet the fire department at the designated entrance(s); and give directions as required. The CBEO will remain to assist the fire department's officer-in-charge; and maintain a status on the progress of the evacuation on the evacuation checklist. See **Appendix C**.

During an alarm, the CBEO assumes **FULL AUTHORITY** for and control of the Fire and Emergency Organization and with the assistance of the building superintendent, for the evacuation of the building occupants until such time as the emergency terminates or the Fire Department arrives at the scene and assumes responsibility.

### 2.3.3 **Deputy Chief Building Fire Emergency Officer (DCBEO)**

Assists the Chief Building Emergency Officer and acts as Chief in his/her absence; names a suitable replacement in case of his/her absence and notifies the CBEO; becomes familiar with and follows all the provisions of the Building Evacuation Plan. When the alarm sounds, the DCBEO reports in person to the fire panel and is prepared to assist the Chief or to act as Chief in his/her absence.

### 2.3.4 **Chief Floor Emergency Officer (CFEO)**

The **Chief Floor Emergency Officer (CFEO)** shall be appointed subject to the approval of the RBA of the appointee's Department and shall be informed of the responsibilities entailed. CFEO must ensure the evacuation of all floor occupants is carried out in an emergency, as per the building fire orders. They must also ensure that all persons who need assistance have the required monitors.

A **Deputy Chief Floor Emergency Officer (DCFEO)** and additional officers, as may be required, shall be appointed subject to the approval of the RBA of the appointee's



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Department. DCFEOs must assist in the implementation of the fire orders during emergency situations and act as CFEO in his/her absence.

When an alarm sounds, all **FEOs** report to a pre-arranged area on their floor where the Chief **FEO** or the **DCFEO** co-ordinates the evacuation procedures. Once the evacuation of the entire floor area has been completed using all available safe exits, all Emergency Officers exit.

**FEOs** are to check all rooms (closets, offices, washrooms, boardrooms, service centres, etc.) to ensure that everyone has vacated the floor. Close fire and smoke doors when possible.

If a **FEO** cannot perform his/her duties, a subordinate may be designated. The **FEOs** are responsible for the safety of **ALL** personnel, including visitors on their floor in the event of fire or other emergencies during the building's core working hours; notifying the Chief **FEO** of all potential fire or safety hazards; and being familiar with and acting in accordance with all the provisions of the Building Evacuation Plan.

The **CFEO** or a substitute will report in person to the CBEO located at Stairwells A & B on the ground floor that his/her floor is all clear. Instructions from the CBEO are to be awaited before re-entry of the building is permitted.

During **silent hours**, procedures are the same as during building core hours with the exception that there are no Fire and Emergency Organization personnel on duty. If you require assistance to evacuate the building, use a telephone in a safe area to call **9-1-1**.

**The name and room number of any person refusing to leave the building during an evacuation is to be reported immediately to the Chief Building Emergency Officer or his assistant in person. The CBEO will relay this information to the Fire Department's officer-in-charge. The person's name will also be given to the RBA for appropriate disciplinary action.**

#### 2.4. EVACUATION CHECK LIST

To view a copy of the checklist, go to **Appendix C**.



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## **PART III - MOBILITY IMPAIRED PERSONS**

### **3.1 EMERGENCY EVACUATION – SELF- IDENTIFICATION**

For their safety and the safety of those with whom they work, employees who have mobility impairment, whether permanent or temporary, or a hidden physical condition, are asked to self-identify to their immediate supervisor. The immediate supervisor is responsible to ensure the mobility impaired person is registered and that pre-arrangements are made to assist during a building evacuation.

A Self-Identification form is provided for your convenience.  
See **Appendix F**.

### **3.2 REGISTER**

A register of the name, location and telephone number of employees who self-identify, with a brief description of the impairment is kept near the guard post on the main floor. Persons with a disability are encouraged to complete the Emergency Evacuation – Self-identification form; this also applies for individuals who have a temporary disability.  
See **Appendix F**.

### **3.3 RESPONSIBILITIES OF MOBILITY IMPAIRED PERSONS**

Occupants who require assistance to evacuate during a building evacuation have the following responsibilities:

- Contact the Chief Building Emergency Officer (CBEO) to Self-identify so that an evacuation plan can be established:
- Assist the CBEO in appointing monitors; and
- Participate in “dry-run” practices of evacuation procedures.

#### **Evacuation Procedures**

##### **When the fast tone alarm sounds – (3 rings – pause – 3 rings)**

Mobility impaired persons will proceed with their monitors to the nearest safe exit. The monitors will use the red emergency telephone to contact personnel in the fire alarm panel room and wait for instructions.

If required to move to a safe alternate location, monitors must ensure that personnel at the fire alarm panel are contacted when they arrive at the new location.

Mobility impaired persons will evacuate, if requested to do so, once the main flow of evacuees has passed.

Return to the building only when authorized to do so by the Chief Building Emergency Officer.

##### **When the slow tone alarm sounds – (1 ring – pause – 1 ring - pause)**

Mobility impaired persons will proceed with their monitors to the pre-determined assembly area on the floor and prepare to evacuate. If the fast tone alarm sounds, mobility impaired persons will proceed with their monitors to the nearest safe exit. The monitors will use the red emergency telephone to contact the fire alarm panel room and wait for instructions.



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If they are required to move to a safer location, monitors must ensure that personnel in the fire alarm panel room are contacted when they arrive at the new location. Mobility impaired persons will evacuate, if requested to do so, once the main flow of evacuees has passed.

Return to the building only when authorized to do so by the Chief Building Emergency Officer.

#### **3.4 MONITORS**

The Chief Building Emergency Officer, in consultation with the disabled employee, provides monitors. Monitors should be physically capable of performing the task assigned. They should have no mobility impairment of their own (i.e. heart condition, epilepsy, asthma, etc.).

Monitors should work the same hours and work either in the same work area or close enough so that they can respond quickly. A minimum of two monitors must be appointed for each mobility-impaired person.

#### **3.5 RED EMERGENCY TELEPHONE AND VOICE COMMUNICATION SYSTEM**

The evacuation of mobility impaired personnel is simplified by the use of the voice communication system, which assists in keeping the mobility impaired person and monitors abreast of the emergency situation. Depending on the alarm condition, they may not be required to evacuate.

Should a given situation require rescue or evacuation to another floor that presents fewer problems, instructions can be given over the voice communication system. The Fire Department will handle all rescue operations if they become necessary.

If for any reason the stairs cannot be used to evacuate, immediately notify personnel at the fire alarm panel of your location, or use a telephone in a safe area to call **9-1-1**. Remember to remain calm and talk slowly.

#### **3.6 EVACUATION – OUTSIDE NORMAL BUSINESS HOURS**

Persons with a disability that would require assistance to evacuate the building during an emergency are to call **9-1-1**.

Remember to remain calm and talk slowly.





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## **PART IV - OTHER EMERGENCIES**

### **4.1 ILLNESS or INJURY**

#### **4.1.1** Call **9-1-1** and provide the following information.

1. The name, location and telephone number of the ill or injured person.
2. Specific location where illness or injury has occurred.
3. Details of the illness or injury.
4. Also tell them what street entrance to use.

#### **4.1.2** Notify a certified first aid attendant for immediate first aid.

#### **4.1.3** Send someone to meet the emergency personnel.

#### **4.1.4** **DO NOT** move, ill or injured persons, unless there is a need to do so. Try to make them comfortable and reassure them.



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**EMERGENCY EVACUATION PLAN AND PROCEDURES**  
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## **4.2 BOMB THREAT**

### **4.2.1 INTRODUCTION**

Bomb threats endanger life and property and thousands of hours are lost every year in Canada as a result of them. However, accurate statistics regarding unfounded threats are not available because many bomb threats are not reported to the proper authorities. According to the statistical data provided by the RCMP Bomb Data Centre and the Explosives Branch at Natural Resources Canada, over 99% of telephone bomb threats are hoaxes. However, some are not. No solution can be offered to eliminate either bomb threats or planted bombs, but everyone should be well prepared to cope with them when such incidents happen.

### **4.2.2 RECEIVING AND REACTING TO A BOMB THREAT**

The call recipient should attempt to record everything being said, especially the exact wording of the threat. You should be an attentive calm listener noting any background noises that may help identify the source of the call and indications that the caller is, for example, male, female, young, old, calm or excited or has an accent or a speech impediment. It is also important to try to extract as much information as possible about the type, size and location of the device. If the call recipient's telephone is the type, which automatically displays or retains the telephone number of the phone from which the call is originating, this valuable information must also be noted on the Bomb Threat Check List Report (**Appendix D**).

Immediately contact the Chief Building Emergency Officer and your supervisor. The CBEO must immediately notify the RBA, HQ Security and the Safety & Health Committee. Other departments or agencies are encouraged to contact their respective Security Branches / Divisions.

### **4.2.3 HANDLING SUSPECT MAIL and PACKAGES**

The following is a partial list and useful tips to help in the detecting of suspicious envelopes or packages:

Watch for these signs:

- Unusual or unexpected point of origin, indecipherable or no return address.
- Unusually restrictive marking (Personal to be opened only by, Rush, Do not delay delivery).
- Excessive weight or thickness for envelope or package size.
- Unusual odours, oily or greasy stains on packaging.
- The feel of springiness, metallic components or stiffeners in letters.
- Inaccuracies in address or titles, excessive postage.
- Small holes, protruding wires, string or tin foil.
- Excessive wrapping, binding and tying material.
- Unbalanced or lopsided letters or packages.
- Ticking, buzzing or sloshing sound.
- Wires, batteries, loose components.
- Books (hard and soft covers).

If a letter is suspicious:

- Remain calm! Do not panic!
- Advise your supervisor / evacuate the immediate area.
- Isolate the area by closing doors and windows, and post a "Do not enter" sign.



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## EMERGENCY EVACUATION PLAN AND PROCEDURES

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- Go wash your hands.
- Move employees to a predetermined, safe, controlled location equipped with a telephone.

#### If a parcel is suspicious:

- Remain calm! Do not panic!
- Advise your supervisor / evacuate the immediate area.
- Leave doors open.

**IF A BOMB THREAT IS RECEIVED**, the RBA and the Chief Building Emergency Officer, depending on the situation, may decide to:

- ask appropriate personnel to check all evacuation routes, safe holding areas, stairwells, washrooms, passage ways and public areas;
- phone the police, give details of the threat and obtain their opinion; the police may be asked to control traffic in and around the facility if required;
- phone the Fire Department, inform them that a bomb threat has been received and ask them to stand by;
- alert Emergency Officers and have employees conduct a visual inspection of their work area;
- proceed with an evacuation as directed by the RBA once evacuation routes have been checked (give any special instructions regarding areas or evacuation routes to avoid because of real or suspected danger);
- take note of floors/areas searched and reported clear; and
- once the "all clear" message is given to re-enter the building, notify employees to return to work, check their work station and resume working if nothing is found.

**IF A SUSPICIOUS OBJECT IS FOUND**, the RBA and the Chief Building Emergency Officer, depending on the situation, should:

- notify the police, ask them to send the Bomb Disposal Team, and arrange for an escort for the team when it arrives;
- ensure unauthorized persons are kept clear of the isolated area;
- warn employees of the danger and restrict entry into the building;
- phone the Fire Department and ask them to stand by; and
- proceed with an evacuation as directed by the RBA; take note of floor/areas searched and reported clear; and once the "all clear" message is given to re-enter the building, notify employees.

## **RESPONSIBILITIES OF OTHER MEMBERS OF THE EMERGENCY ORGANIZATION**

As directed by the Chief Building Emergency Officer:

### **EMERGENCY WARDENS:**

- arrange for evacuation routes, safe holding areas, stairwells, washrooms, passage ways and public areas, etc. to be checked by appropriate personnel;



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- ask employees to conduct a visual inspection of their work area; if something is found, report it to the Chief Building Emergency Officer; if no object is found, wait for further instructions;
- in the event of evacuation, report to the designated location and provide instructions to employees; arrange for evacuation of mobility impaired persons by their monitors;
- advise employees **not to touch any suspicious object**; and
- report when floor is found to be clear or otherwise.

For more information go to **Appendix E** or visit the RCMP's Canadian Bomb Data Center web site at: <http://www.cbdc-ccdb.org/>.

#### 4.2.4 PACKAGE OF CONCERN

A "package of concern" is defined as a letter, bag, canister or box which raises suspicion that there may be a maliciously placed biological, chemical or radiological hazard within.

If a suspected package of concern is received:

Remain calm.

Do not touch or move the package.

Secure the area.

Move, along with affected employees to a designated, safe and isolated location.

Inform immediate supervisor.

Contact the floor emergency officer. (The floor emergency officer will contact the Chief Building Emergency Officer, who will arrange for the shut down of the ventilation system by building management personnel). Call 9-1-1.

#### 4.2.5 EXPLOSIONS

A gas leak, faulty heating and electrical equipment, flammable vapours, and use of or a combination of certain chemicals could cause explosions.

**Action to be taken:**

- Fall to the floor and take immediate shelter under tables, desks, or other objects that will offer protection from flying glass or debris. Protect your face and head with your arms.
- After the effects of the explosion have subsided, use the closest safe red emergency telephone next to the stairwells to report the explosion or use a telephone in a safe area to call **9-1-1**. Give as many clear and precise details as possible of the explosion, such as the location of the explosion, if you see flames, or smell suspicious odours, if any one is trapped or injured, which is the closest safe access stairwell to the site.
- Remember to remain calm and talk slowly. If you are unable to locate a telephone, **evacuate**. Once outside, try to give someone from the emergency services the details of the explosion or use a telephone in a safe area to call **9-1-1**.
- **DO NOT** use the elevators unless specifically authorized by the Fire Department.
- Follow building evacuation procedures. Leave the building in an orderly manner by the nearest safe exit. Move at least 100 m (300 ft.) away from the building and stay clear of Emergency Services staff and vehicles.
- Do not return to the building until told to do so by the Chief Building Emergency Officer or his/her Deputy.



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## EMERGENCY EVACUATION PLAN AND PROCEDURES

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#### 4.3 CHEMICAL ACCIDENTS

Chemical accidents affecting the building could be the result of external accidents, e.g., a tanker truck accident involving toxic gases. A chemical accident could also originate from within the building, e.g., spillage of cleaning solvents.

**Action to be taken:**

- Immediately call **9-1-1**.
- The CBEO shall decide whether or not to evacuate the building, or take other appropriate actions.
- If a decision is taken to evacuate the building, this information will be communicated via the voice communication system by the Building Emergency Organization or the building fire alarm will be used, as deemed appropriate.
- Follow building evacuation procedures. Leave the building in an orderly manner; listen for any special instructions to use specific stairwells, or use the nearest safe exit.
- **Once outside the building, to avoid inhaling fumes, move crosswind – never upwind or downwind.** Move away as far as possible from the building; be attentive to any instructions that could be given by the Building Emergency Organization or Emergency Services. Keep the area clear for Fire Department operations.

#### 4.4 EARTHQUAKES

The Ottawa area is a low risk earthquake zone. People will normally be forewarned, although earth shock or tremor may provide the only warning. The following action should be taken:

Take immediate shelter under a heavy table, desk, or any solid furniture and hold on. Move away from windows, skylights, light fixtures, and tall furniture. If in a hallway, crouch down against an inside wall - avoid doorways. Doors may slam shut and cause injuries. DO NOT leave cover until it is safe to do so. If in a wheelchair, lock the wheels and protect the back of your neck, your face and head.

If fire occurs, operate the nearest fire alarm pull station and when safe to do so, notify the Fire Department – **911**.

After the major tremor, evacuate the building only when instructed by the Floor Emergency Officers, as it may be safer to remain in the building. **Remember** that after shocks or additional tremors may occur.

Evacuate the building in an orderly manner by the nearest safe exit. Watch for falling debris or electrical wires when leaving the building. Move at least 100 m (300 ft.) away from the building. DO NOT use the elevators unless specifically authorized by the Fire Department.

If outdoors, stay there. Try to move to a safe spot away from windows, buildings, overhead wires or telephone poles. Seek open areas and never seek refuge in underground garages.



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**EMERGENCY EVACUATION PLAN AND PROCEDURES**  
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**4.5 SEVERE STORMS**

Severe weather conditions such as tornadoes, hurricanes, hail, blizzards, ice storms and heavy rain are monitored by Environment Canada 24 hours a day, 7 days a week. If a severe storm is on the horizon, the weather service issues watches, advisories and warnings through the media, thus allowing time for preparation to safeguard against property damage, personal injuries and loss of life.

**If a severe weather condition occurs:**

Stay calm and do not run outdoors.

Take shelter under tables, desks, or other objects that will offer protection against flying glass and debris. Alternatively, step under a doorway or into a narrow hall or corridor or to an inside office (away from the outer walls of the building) or meeting room. Keep at least 15 feet away from windows to avoid flying glass. Protect face and head with arms. Stay under cover until the severe weather condition is subsided.

**4.6 DEMONSTRATIONS**

No single standard procedure can be established for all demonstrations, as they will vary in nature, number of participants, and the atmosphere in which they occur. If necessary, you will be informed of demonstrations over the voice communication system. Listen carefully and obey all instructions.

**4.7 POWER FAILURE**

Should the building experience a power failure, information concerning the power failure will be transmitted at regular intervals to building occupants via the voice communication system.

Normal evacuation procedures would be adhered to in the event of a shutdown of the building.

A diesel back-up system provides lighting in stairwells and in other designated areas of the building.



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**EMERGENCY EVACUATION PLAN AND PROCEDURES**  
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## **PART V - LIFE SAFETY SYSTEMS**

### **5.1 CHECK / TEST / INSPECT REQUIREMENTS OF THE ONTARIO FIRE CODE**

Listed is a portion of the Fire Code which requires that checks, inspections and / or tests be made of equipment and facilities from time to time.

Fire Emergency Officers may check to ensure that the necessary checks, inspect and / or tests are being done, when conducting their inspections.

**Definitions:**

**CHECK:** Means visual observation to ensure that the device or system is in place and is not obviously damaged or obstructed.

**TEST:** Means operation of device or system to ensure that it will perform in accordance with its intended operation or function.

**INSPECT:** Means physical examination to determine that the device or system will apparently perform in accordance with its intended function.

#### **PORTABLE FIRE EXTINGUISHERS** **(Reference to NFPA 10-1978)**

<b>Fire Code Reference No.</b>		<b>Inspection Frequency</b>
6.2.7.2	inspect all portable extinguishers	Annually
6.2.7.1	subject to maintenance	Annually
6.2.7.1	hydrostatically test carbon dioxide and water type extinguishers	Every 5 years
6.2.7.1	empty stored pressure type extinguishers and subject to maintenance	Every 6 years
6.2.7.1	hydrostatically test dry chemical and vaporizing liquid type extinguishers	Every 12 years
6.2.7.1 & 6.2.7.6.	recharge extinguishers after use or as indicated by an inspection or when performing maintenance	As required



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**EMERGENCY EVACUATION PLAN AND PROCEDURES**  
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**FIRE ALARM SYSTEM AND VOICE COMMUNICATION SYSTEMS**  
**(Reference to ULC S-536-1994)**

<b>Fire Code Reference No.</b>		<b>Inspection Frequency</b>
6.3.2.1	check fire alarm AC power lamp and trouble light	Daily
6.3.2.1	check trouble condition	Daily
6.3.2.1	check central alarm and control facility	Daily
6.3.2.1	check all fire alarm components including standby power batteries	Monthly
6.3.2.1	test fire alarm system	Monthly
6.3.2.3	test voice communication to and from floor areas to the central alarm and control facility	Monthly
6.3.2.1	test fire alarm system by persons acceptable to the authority having jurisdiction for service	Annually
6.6.5.2	remove and inspect the port cap threads on hydrants for wear, rust or other obstruction and re-secure after inspection	Annually
6.6.5.3	inspect the hydrant barrel to ensure that no water has accumulated within the barrel when the main valve is in the closed position	N/A
6.6.5.4	inspect drain valve operation when hydrant barrel is found to contain water	N/A
6.6.5.5	prevent freezing during winter conditions where hydrant barrel is found to contain water because of poor drainage that cannot be corrected.  Inspect all fire hydrant water flow	N/A
6.6.5.7	check the water flow when main valve of the hydrant is fully opened and the hydrant operation with one port open	N/A
6.6.5.8	keep in accordance with article 1.1.2.1 a record of the hydrant operation	N/A





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**EMERGENCY EVACUATION PLAN AND PROCEDURES**  
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**EMERGENCY POWER SYSTEMS**  
**(Reference to CSA C282-1994)**

<b>Fire Code Reference No.</b>		<b>Inspection Frequency</b>
6.7.1.1.	check all components of the system – operate the generator set under at least 50% of rated load for 30 minutes	Weekly
6.7.1.1.	check and clean crankcase breathers, governors and linkages on emergency generators	Every 6 months
6.7.1.1.	inspect and service generator and generator set	Annually
6.7.1.1.	check torque heads and valve adjustments for engines	Every 2 years
6.7.1.1.	inspect and service injector nozzles and valve adjustments on diesel engines	Every 3 years
6.7.1.1.	check insulation of generator winding	Every 5 years

**MEAN OF EGRESS**

<b>Fire Code Reference No</b>		<b>Inspection Frequency</b>
2.7.3.3.	inspect all doors in fire separation	Monthly
2.2.3.5.	check all doors in fire separation to ensure they are closed	As required
2.5.1.2.(1)	keep from obstruction fire access routes and access panels or windows provided to facilitate access for fire fighting operations	As required
2.5.1.2.(1)	clearly identify and maintain free of obstruction the fire department sprinkler and standpipe connections	As required
2.7.3.1.	maintain exit signs to ensure they are clear and legible	As required
2.7.3.2.	maintain exit lights to ensure they are illuminated and in good repair	Daily
2.7.1.7.	maintain corridors free of obstructions including outside areas	Daily



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**EMERGENCY EVACUATION PLAN AND PROCEDURES**  
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**FIRE DEPARTMENT ACCESS**

<b>Fire Code Reference No</b>		<b>Inspection Frequency</b>
2.5.1.5.	ensure streets, yards and private roadways provided for fire department access are kept clear	As required

**SERVICE EQUIPMENT, DUCTING, CHYMNEYS**

<b>Fire Code Reference No</b>		<b>Inspection Frequency</b>
2.6.1.4.	check hoods, filters and ducts subject to accumulation of combustible deposits and clean as necessary	Weekly
2.2.3.7.	inspect all fire dampers and fire stop flaps	Annually
2.6.1.8.(1)	inspect disconnect switch for mechanical air conditioning and ventilation	Annually
2.6.1.12	commercial cooking system exhaust, fire protection systems to be maintained as per NFPA 96-1984	Annually
7.2.3.1.	inspect controls for air-handling systems used for venting	
7.2.3.1.(1)	inspect sequentially over a period not to exceed 5 years closure in vent openings into smoke shafts from each floor	Every 5 years

**EMERGENCY LIGHTING**

<b>Fire Code Reference No</b>		<b>Inspection Frequency</b>
2.7.3.3.	inspect and test emergency lighting batteries, units and lamps (Canadian Electrical Code Part 1, Section 46)	Monthly



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**EMERGENCY EVACUATION PLAN AND PROCEDURES**  
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**APPENDIX A**

**EMERGENCY TELEPHONE NUMBERS**

<b>Ambulance</b>	<b>9-1-1</b>
<b>Police</b>	<b>9-1-1</b>
<b>Fire</b>	<b>9-1-1</b>
<b>Poison Information Centre</b>	<b>1-800-268-9017</b>
<b>Chief Building Emergency Officer</b> <b>Larry J. Murphy – 17<sup>th</sup></b>	<b>613-941-6614</b> <b>8-613-410-5485 – Cell</b>
<b>Building Superintendent (Fire Emergency Supervisor)</b>	<b>8-613-567-6327</b> <b>8-613-868-4124 - Cell</b>
<b>Assistant Superintendent</b>	<b>8-613-567-6327</b> <b>8-613-868-4339 – Cell</b>
<b>Urbandale Corporation</b> <b>After hours / holidays – Emergency</b>	<b>8-613-239-4605</b>
<b>Urbandale Head Office</b>	<b>8-613-731-6331</b>
<b>Security Guard Post</b>	<b>613-949-7243</b>
<b>CBSA Security Duty Officer</b>	<b>613-239-4610</b>



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**EMERGENCY EVACUATION PLAN AND PROCEDURES**  
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**APPENDIX B**

**RENDEZVOUS ZONES**

Proceed directly to the outside of the building and **move 100 metres (300 feet) away** to ensure that the entrance remains clear of people so that the evacuation and Fire Department operations can proceed without obstruction and occupants are out of range of any falling glass and debris.

The checkpoint for all 100 Metcalfe employees is inside the **World Exchange Plaza food- court**.



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**EMERGENCY EVACUATION PLAN AND PROCEDURES**  
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**APPENDIX C**

**EVACUATION CHECK LIST**

<b>FLOOR ÉTAGE</b>	<b>MOBILITY IMPAIRED HANDICAPÉS MOTEURS</b>	<b>EVACUATED EVACUÉ</b>
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		



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**EMERGENCY EVACUATION PLAN AND PROCEDURES**  
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**APPENDIX D**

**Bomb Threat Checklist Report**

**IMPORTANT:** After the caller hangs up, alert your manager or the Floor Emergency Officer.

Questions to ask:

- |                                       |                                |
|---------------------------------------|--------------------------------|
| 1. When is the bomb going to explode? | 6. Did you place the bomb?     |
| 2. Where is the bomb located?         | 7. Why did you place the bomb? |
| 3. When did you put it there?         | 8. What is your name?          |
| 4. What does it look like?            | 9. Where are you?              |
| 5. What will cause it to explode?     | 10. What is your address?      |

Exact wording of the threat:

\_\_\_\_\_

\_\_\_\_\_

Sex of caller: \_\_\_\_ Approx. Age: \_\_\_\_ Length of call: \_\_\_\_ Time: \_\_\_\_ Date: \_\_\_\_

Number at which call is received: \_\_\_\_ Your Name: \_\_\_\_

Your Telephone number: \_\_\_\_ Signature: \_\_\_\_

Caller's Voice:

- |                                    |  |                                    |
|------------------------------------|--|------------------------------------|
| <input type="checkbox"/> Calm      | <input type="checkbox"/> Angry           | <input type="checkbox"/> Nasal     |
| <input type="checkbox"/> Excited   | <input type="checkbox"/> Slow            | <input type="checkbox"/> Rapid     |
| <input type="checkbox"/> Soft      | <input type="checkbox"/> Loud            | <input type="checkbox"/> Normal    |
| <input type="checkbox"/> Laughter  | <input type="checkbox"/> Crying          | <input type="checkbox"/> Deep      |
| <input type="checkbox"/> Distinct  | <input type="checkbox"/> Slurred         | <input type="checkbox"/> Stutter   |
| <input type="checkbox"/> Lisp      | <input type="checkbox"/> Raspy           | <input type="checkbox"/> Whispered |
| <input type="checkbox"/> Disguised | <input type="checkbox"/> Clearing Throat | <input type="checkbox"/> Ragged    |
| <input type="checkbox"/> familiar  | <input type="checkbox"/> Deep Breathing  |                                    |
| <input type="checkbox"/> Accent    | <input type="checkbox"/> Cracked Voice   |                                    |

\*If voice is familiar, whom did it sound like?

\_\_\_\_\_

Background Sounds:

- |  |                                       |   |
|--|---------------------------------------|---|
| <input type="checkbox"/> Static            | <input type="checkbox"/> Clear        | <input type="checkbox"/> Animal Noises    |
| <input type="checkbox"/> Music             | <input type="checkbox"/> Motor        | <input type="checkbox"/> House Noises     |
| <input type="checkbox"/> Voices            | <input type="checkbox"/> PA System    | <input type="checkbox"/> Long Distance    |
| <input type="checkbox"/> Booth             | <input type="checkbox"/> Local        | <input type="checkbox"/> Office Machinery |
| <input type="checkbox"/> Factory Machinery | <input type="checkbox"/> Street Noise | <input type="checkbox"/> Other: _____     |

\_\_\_\_\_



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**EMERGENCY EVACUATION PLAN AND PROCEDURES**  
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Threat Language:

- ☐ Well Spoken (Educated)
- ☐ Message read by caller
- ☐ Foreign

- ☐ Foul
- ☐ Irrational
- ☐ Taped
- ☐ Incoherent

Remarks

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Please keep this form in a handy location where it is easily accessible. (e.g.: under your telephone)  
Royal Canadian Mounted Police Canadian Bomb Data Centre - <http://www.cbdc-ccdb.org/>



## APPENDIX E

# WARNING

### LETTER AND PACKAGE BOMB INDICATORS

**TREAT IT AS SUSPECT. ISOLATE IT!**

Restrictive Markings

Mailed from Foreign Country

Excessive Postage

**PERSONAL**

SpecIAL DELIVERY

GENERAL DOE  
Ottawa ontario  
K1E 5d7

Misspelled Words Addressed to Titled Only

Rigid or Bulky

Wrong Title with Name

Lopsided

Badly Typed or Written

No Return Address

Strange Odour

Protruding Wires

Oily Stains on Wrapper

1. Never accept mail, especially packages, at your home when you are posted in a foreign area, or when the mail is unknown to you.
2. Make sure family members and clerical staff know to refuse all unexpected mail at home or office.
3. Remember - it may be a bomb... treat it as suspect.

### LETTER AND PARCEL BOMB RECOGNITION POINTS

✓ Excessive Postage	✓ Visual Distractions
✓ Incorrect Titles	✓ Foreign Mail, Air Mail and Special Delivery
✓ Titles but no Names	✓ Restrictive Marking such as Confidential, Personal, etc.
✓ Misspellings of Common Words	✓ Hand Written or Poorly-Typed Addresses
✓ Oily Stains or Discolouration	✓ Excessive Securing Material such as Masking Tape, String, etc.
✓ No Return Address	
✓ Excessive Weight	
✓ Rigid Envelope	
✓ Lopsided or Uneven Envelope	
✓ Protruding Wires or Tinfoil	

**RCMP CANADIAN BOMB DATA CENTRE**  
1200 Vanier Parkway, Ottawa, Ontario K1A 0R2 (613) 993-7880 FAX: 993-9917





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**EMERGENCY EVACUATION PLAN AND PROCEDURES**  
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**APPENDIX F**

**EMERGENCY EVACUATION – SELF-IDENTIFICATION**

As part of the Fire and Emergency Procedures for the 100 Metcalfe, Canada Border Services Agency, as lead tenant will prepare an individualized emergency evacuation plan for occupants that self-identify. It is therefore important for us to know in advance the name and location of each employee who requires assistance and or who has particular needs related to evacuation procedures. Please take a moment to fill out the following form if you have any such needs: (The information contained in this form will be treated as personal & confidential and will be communicated solely for the purpose of emergency evacuation.)

- Name: \_\_\_\_\_
- Telephone number: \_\_\_\_\_
- Work address: \_\_\_\_\_
- Special concern or assistance required: \_\_\_\_\_
- Signature: \_\_\_\_\_



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**EMERGENCY EVACUATION PLAN AND PROCEDURES**  
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## **APPENDIX G**

### **USING A FIRE EXTINGUISHER**

Only try to extinguish small fires. If the fire is too large, get out and close all doors behind you.

#### **Extinguisher Tips**

- Always place yourself between a safe exit and the fire so that you can escape if the fire does not go out.
- Familiarize yourself with the location and operating instructions of your extinguishers.

#### **Remember...**

**Never** place yourself or others in jeopardy by attempting to extinguish a fire. If you cannot extinguish a small fire with a portable fire extinguisher or if the smoke becomes hazardous, leave the area. Close the door to confine and contain the fire. Activate the fire alarm, call **9-1-1**, and wait outside for the fire fighters to arrive.

Not every extinguisher works on all types of fires, but some are effective on two or even three types of fires. Ensure your extinguisher will work on combustibles in the area by checking the classification of your extinguisher.

Fire extinguishers located in the fire hose cabinets are 5 pound Class A B C.

- **Class A** - suitable for ordinary combustibles such as wood, paper, cloth and rubber.
- **Class B** - effective on flammable liquids such as fuel oil, gasoline, cooking grease and solvents.
- **Class C** - good for energized electrical equipment such as wiring, fuse boxes and electrical motors.
- **Class D** - designed for combustible elements such as magnesium, sodium and zirconium.



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PULL  
the retaining pin  
SQUEEZE



the nozzle at the  
base of the fire



the handle



from side  
to side

SWEEP





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EMERGENCY EVACUATION PLAN AND PROCEDURES  
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APPENDIX H





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**EMERGENCY EVACUATION PLAN AND PROCEDURES**  
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**APPENDIX I**

**FIRE DRILL REPORT**

1. Submitted by: \_\_\_\_\_ Title: \_\_\_\_\_
  2. Date of Fire Drill: \_\_\_\_\_ Time of Drill: \_\_\_\_\_
  3. Duties Performed During Drill: \_\_\_\_\_
  4. Were fire alarm tones heard throughout?      Yes      No
  5. Approximate number of participants observed: \_\_\_\_\_
  6. Number of persons on floor for security reasons: \_\_\_\_\_
  7. Did Building Emergency Organization members perform duties according to the Emergency Plan?  
  
Yes      No (If no, explain below)
  8. Approximate evacuation time: \_\_\_\_\_
  9. Deficiencies noted: \_\_\_\_\_
- General comments / suggestions: \_\_\_\_\_



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**EMERGENCY EVACUATION PLAN AND PROCEDURES**  
**100 METCALFE STREET, OTTAWA, ONTARIO**

**APPENDIX J**

**BUILDING LOCATION – SITE PLAN**

**FLOOR PLANS**