

# Building Evacuation Plan

0.12.37.1 Rev. 8

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## REVISION HISTORY

<i>Revision</i>	<i>Date</i>	<i>Description</i>	<i>Author</i>
A	2001-06-18	Original Draft for review by evacuation wardens and U of S Fire Inspector	M. Benmerrouche
0	2001-10-22	Issued for use.	M. Benmerrouche
1	2002-12-19	Update – Issued for use.	A. Hodges
1A	2003-08-12	Update Rev. 1	A. Hodges
2	2003- 09-03	Issued for use.	A. Hodges
3	2004-05-14	Added section on Discovery of fire.	A. Hodges
4	2006-01-31	Changed emergency Contact List, added the roles of Operator and Floor Coordinator on Off Hours	T. Ambrus
5	2007-02-08	Review and implement changes required for Canada Labour Code Part II and Canada Occupational Health & Safety Regulations	K. Kliewer
5A	2007-05-28	Addition of animal care information	A. Hodges
6	2007-06-07	Issued for use.	A. Hodges
6A	2008-04-23	Added duties for the Chief Warden and referenced the CLSI Animal Care and Use Guideline document.	A. Hodges
7	2008-05-06	Incorporated comments and issued for use.	A. Hodges
8	2009-09-11	Annual review and issued for use	K. Kliewer

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## 1.0 PURPOSE

The purpose of this document is to describe the procedure for the safe prompt evacuation of the CLS facility in the case of an emergency. This is accomplished by ensuring unobstructed exit paths, appropriate emergency lighting, allowing immediate access for Emergency Response Personnel and identifying designated personnel to assist in the evacuation.

## 2.0 BACKGROUND

It is the policy of the CLSI to protect the safety and health of every employee, contractor, user and visitor. Evacuation of the building may be required for a number of reasons including fire/smoke, medical, electrical, explosion, accident, spill, bomb threat and extreme weather. This document describes the evacuation procedures for the CLS facility and the responsibilities of all personnel involved in the evacuation.

The CLS operates twenty four hours (24) a day, seven (7) days a week. The accelerator operations are interrupted during two (2) major shut downs a year for approximately 4 weeks during the months of April and October. A brief shut down also occurs over the Christmas break.

## 3.0 INFORMATION

The CLSI conducts an annual fire evacuation drill in collaboration with the University of Saskatchewan (UofS), Workplace Safety and Environmental Protection. The expected evacuation time of 3 - 4 minutes has been observed on previous occasions and reported as efficient. The purpose of the drill is to assess the adequacy of the evacuation of CLS facility.

Emergency Response Personnel are identified as Saskatoon Fire and Protective Services, Saskatoon Police Service and UofS Campus Safety.

The maximum number of persons occupying the building during normal operating hours is approximately 200. During the non-normal hours of 16:30 – 08:00 there may be approximately 30 persons. See Table 1 for the breakdown of occupancy per each CLS floor.

Table 1: Approximate occupancy of the CLS facility during the normal mode of operation

Floor Level	08:00 – 16:30	16:30 – 08:00
Third	5	0
Second	85	5
Main	100	25
Basement	5	0
Subbasement	5	0

There may be animals present in the facility for experimental purposes that have to be taken into account in an evacuation situation.

## 4.0 RESPONSIBILITIES

### 4.1 BUILDING EVACUATION AREA WARDENS

The building has one Chief Warden, one Deputy Chief Warden, and Area Wardens (with alternates), who will direct the evacuation of persons from their respective areas as quickly as possible in a safe and controlled manner. The list of CLS facility evacuation Area Wardens is maintained by the CLSI HSE Department and posted on HSE bulletin boards and at the main entrance near the secondary annunciator panel.

#### 4.1.1 Chief Warden

The Chief Warden ensures that:

- Building Evacuation Plan is developed and maintained.
- Evacuation diagrams are developed and posted.
- Evacuation drills are conducted at least once a year.
- Inspections of exit paths (including exit doors) are performed regularly as identified in the Fire Protection Plan [1].
- Plans for the modification of any part of an exit path are reviewed.

##### 4.1.1.1 *During a fire alarm, the Chief Warden:*

- Proceeds to Main Lobby Entrance to meet the Emergency Response Personnel. Interacts with the Emergency Response Personnel to provide them with any information available on the alarm.
- Inform Area Wardens where the emergency is located.

##### 4.1.1.2 *Following a fire alarm, the Chief Warden*

- Upon approval from Emergency Response Personnel, notifies Area Wardens and CLS personnel that it is safe to re-enter the building.

**Note:** If the Chief Warden is absent, the Deputy Chief Warden will assume the duties of the Chief Warden.

#### 4.1.2 Deputy Chief Warden

The Deputy Chief Warden will:

- Assist the Chief Warden when requested.
- Proceed to the main annunciator panel to determine the location of the alarm.
- Meet the Chief Warden and Emergency Response Personnel and direct them to the location of the alarm.
- Access the situation, assist in first aid if required, and inform the Emergency Response Personnel of any special hazards in the area.
- Ensure the annunciator panel alarms are reset before safe entry into the facility is allowed.
- Issue a report to all onsite staff following the evacuation.
- Prepare a report on the event for review by the Chief Warden.

**Note:** If the Deputy Chief Warden is absent the Chief Warden will assume the duties.

### 4.1.3 Area Wardens

The Area Wardens will:

- Inform his/her backup person in the event that they are absent from the building.
- Evacuate all persons from their respective areas as quickly as possible in a safe and controlled manner.
- Ensure complete and immediate withdrawal of all personnel in his/her area through a pre-determined route.
- Ensure that all doors are closed, but not locked, in his/her area and check the washrooms.
- Request someone to remain with any disabled persons at the closest exit to help with their evacuation only if a life threatening emergency exists (actual physical evacuation should be done by the Emergency Response Personnel).
- Insist that personnel move to the designated assembly area.
- Notify the Chief Warden that their respective area is clear.
- Notify personnel that they may re-enter the building when permission has been given by the Emergency Response Personnel, the Chief Warden or Deputy Chief Warden.

**Note:** If the emergency occurred in the Area Warden's respective area, the Area Warden evacuates all personnel, assesses the situation and prevents access to the area except for the Chief Warden, Deputy Chief Warden, and Emergency Response Personnel. The Area Warden will notify the Chief Warden or Emergency Response Personnel of any special hazards in the immediate area of the emergency.

## 4.2 MANAGERS AND SUPERVISORS

Managers and supervisors will:

- Know evacuation procedures for the area under their supervision.
- Inform new personnel of evacuation procedures.
- Assign one person and one alternate for each mobility-, sight-, or hearing-impaired person who may need assistance during an evacuation.
- Ensure that exit paths are kept clear and unobstructed at all times.
- Notify the Chief Warden of plans for modification of any part of an exit path (including exit doors).

## 4.3 WORKERS, USERS, CONTRACTORS AND VISITORS

Workers, users, contractors and visitors will:

- Follow the instructions of the Area Wardens and Emergency Response Personnel when asked to evacuate the building.
- Know the two safest and most direct evacuation routes from their work area(s).
- Know the designated evacuation assembly point for the building. If you do not know the designated evacuation assembly point for your building, ask your supervisor.

## 4.4 ACCELERATOR OPERATOR

- Accelerator Operator will cease electron beam injection, if required.

- 
- During stored beam operation, the Storage Ring may remain operating to minimize disruption to User experiment schedules.
  - Accelerator Operator becomes the acting Chief Warden (see section 4.1) during non-normal working hours

NOTE: Accelerator Operator is ONLY present when the accelerator is in operation.

## 4.5 FLOOR COORDINATOR

During machine Normal Mode of operation, the Floor Coordinator becomes the acting Deputy Chief Warden (see section 4.2) during non normal working hours.

NOTE: Floor coordinator is ONLY present when the accelerator is operating in Normal Mode of operation.

## 4.6 HSE DEPARTMENT

- In Development Mode of operation, the on-site HSE Department member becomes the acting Deputy Chief Warden during non normal working hours.

# 5.0 BUILDING EVACUATION

## 5.1 EVACUATION REQUIREMENT

Evacuate the building in the event of:

- Hearing the fire alarm.
- Verbal command from HSE Manager or designate, Chief Warden, Deputy Chief Warden, Area Wardens or Emergency Response Personnel.

## 5.2 DISCOVERY OF FIRE

- DO NOT PANIC. Sound the alarm at a fire pull station first.
- Assess the situation. If you are trained in the use of portable fire extinguishers and confident that you can control the fire without placing yourself or others in danger, select the appropriate fire extinguisher and extinguish the fire.
- If you are not confident, leave the fire area immediately.
- Close all doors behind you to confine the fire if safe to do so.
- Evacuate the building (see section 5.3) and inform the Chief Warden of the fire location.

## 5.3 EVACUATION PROCEDURE

- Evacuate the building in an orderly fashion using the safest and closest exit route. In winter or bad weather get your jacket if it is safe to do so.
- **Do not use the elevator as a means of exit.** Only use the stairways.
- Follow instructions from Emergency Response Personnel, Chief Warden, Deputy Chief Warden, Area Wardens.
- If safe to do so, close doors behind you if you are the last one to exit an office.
- If safe to do so, secure any hazardous materials or equipment before leaving.

- Assist others who may be in need of assistance.
- Proceed to the designated evacuation assembly area for the CLS Facility (see attached map) and report to your Area Warden or Supervisor. If anyone is unaccounted for, immediately notify a representative from the Emergency Response Personnel.

**Note:** During bad weather all personnel exiting the building on the North or East side will assemble in the Canadian Wildlife Services Building and all personnel exiting the building on the West or South side will assemble in the Peterson Building.

- Do not re-enter the building until instructed to do so by the Emergency Response Personnel, Chief Warden or Deputy Chief Warden.
- **Note:** The Chief Warden will only allow re-entry to a building after the Emergency Response Personnel has authorized such re-entry. The chain of command on authorization to re-enter an evacuated building flows from the Emergency Response Personnel to the Chief Warden, Deputy Chief Warden and Area Wardens who in turn instruct personnel accordingly.

## 5.4 ANIMAL HANDLING

Safety of human life is the prime purpose of this procedure. Animals will only be evacuated under the direction of the Emergency Response Personnel. See the CLSI *Animal Care and Use Guidelines* [3] and CLSI *Emergency Response Plan* [4] for more information relating to animal use and emergencies.

Any animals in the facility at the time of a fire alarm will remain in their holding areas with the need for their evacuation determined by the Emergency Response Personnel. This is a type of staging method which is used in many animal facilities, so that the animals are only moved or removed from a building if the threat of fire is imminent on their holding area. This minimizes the stress to animals.

In the event where anaesthesia is in the process of being administered or has been administered, these animals must be monitored by an individual at all times. The Emergency Response Personnel must be informed of this, and contact must be made with the individual staying with the animal through the Chief Fire Warden or Deputy Chief Warden in the event of an evacuation. If the Emergency Response Personnel deems it necessary to move that animal and evacuate the individual, this must be done immediately. At no time will the Emergency Response Personnel jeopardize human life safety (when in imminent danger) to rescue animals.

## 6.0 BIBLIOGRAPHY

- [1] **CLSI**. Fire Protection Plan. *Document #11.12.54.1 Rev. 6*. 2009.  
 [2] —. Fire Alarm System Test Procedure. *Document #11.7.54.1 Rev. 1*. 2007.  
 [3] —. Animal Care and Use Guidelines. *Document #11.1.55.3 Rev. 0*. 2008.  
 [4] —. Emergency Response Plan. *Document No. 11.12.57.1 Rev. 3*. 2008.

## 7.0 ATTACHMENTS

The attached drawings show emergency exit floor plans with locations of emergency exits (indicated in red circles), respective Warden Areas with evacuation assembly areas, horizontal projections of the building with principal dimensions, electrical sub-station, building power shut

off, fire protection equipment, fire department connections, water and gas shut off and emergency generator location.

BLDG/ME/SFY/0003460 - Facility Evacuation Exit Plan Warden Areas

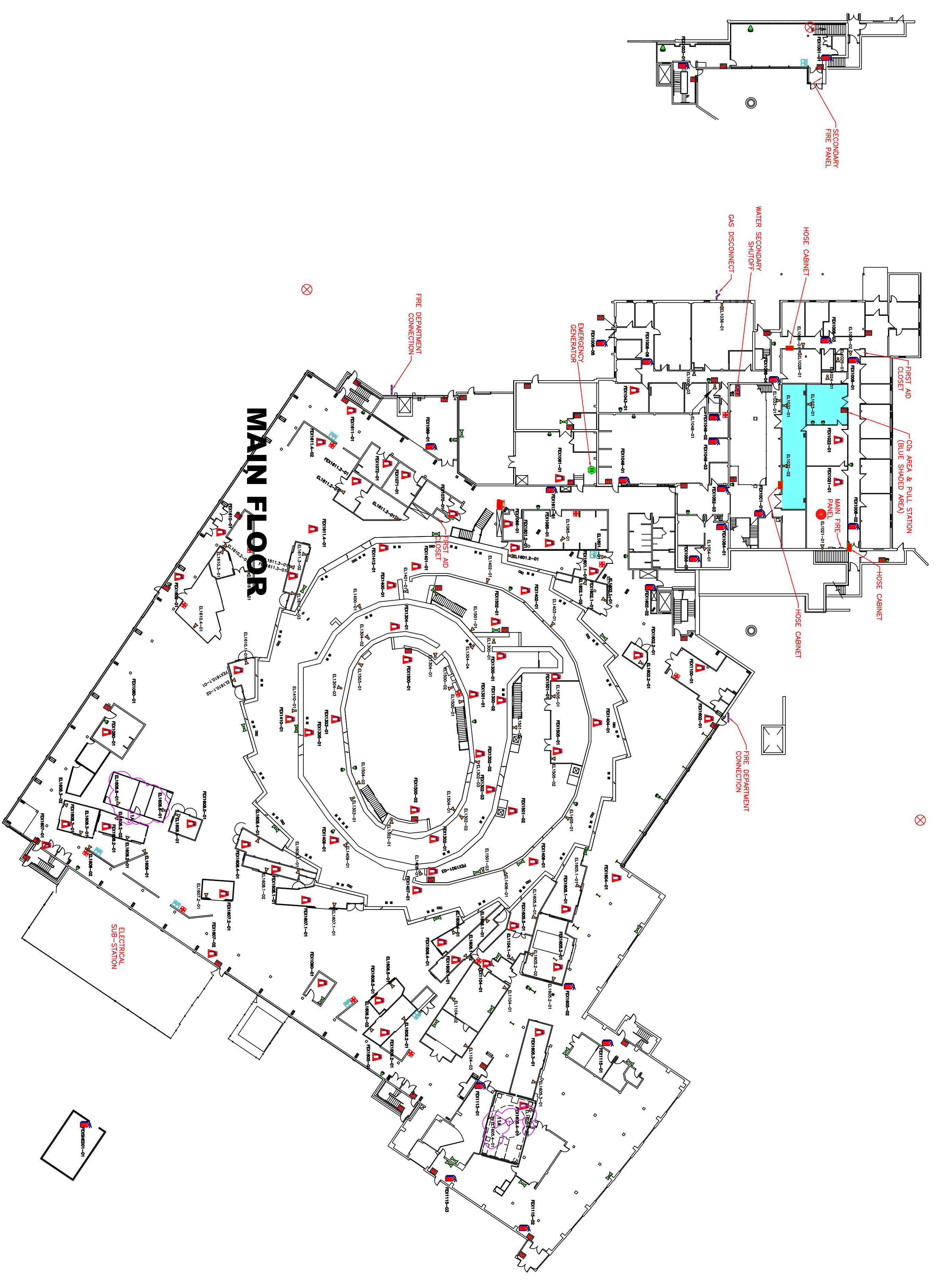
BLDG/ME/SFY/0003455 - Emergency Response and Fire Protection Equipment



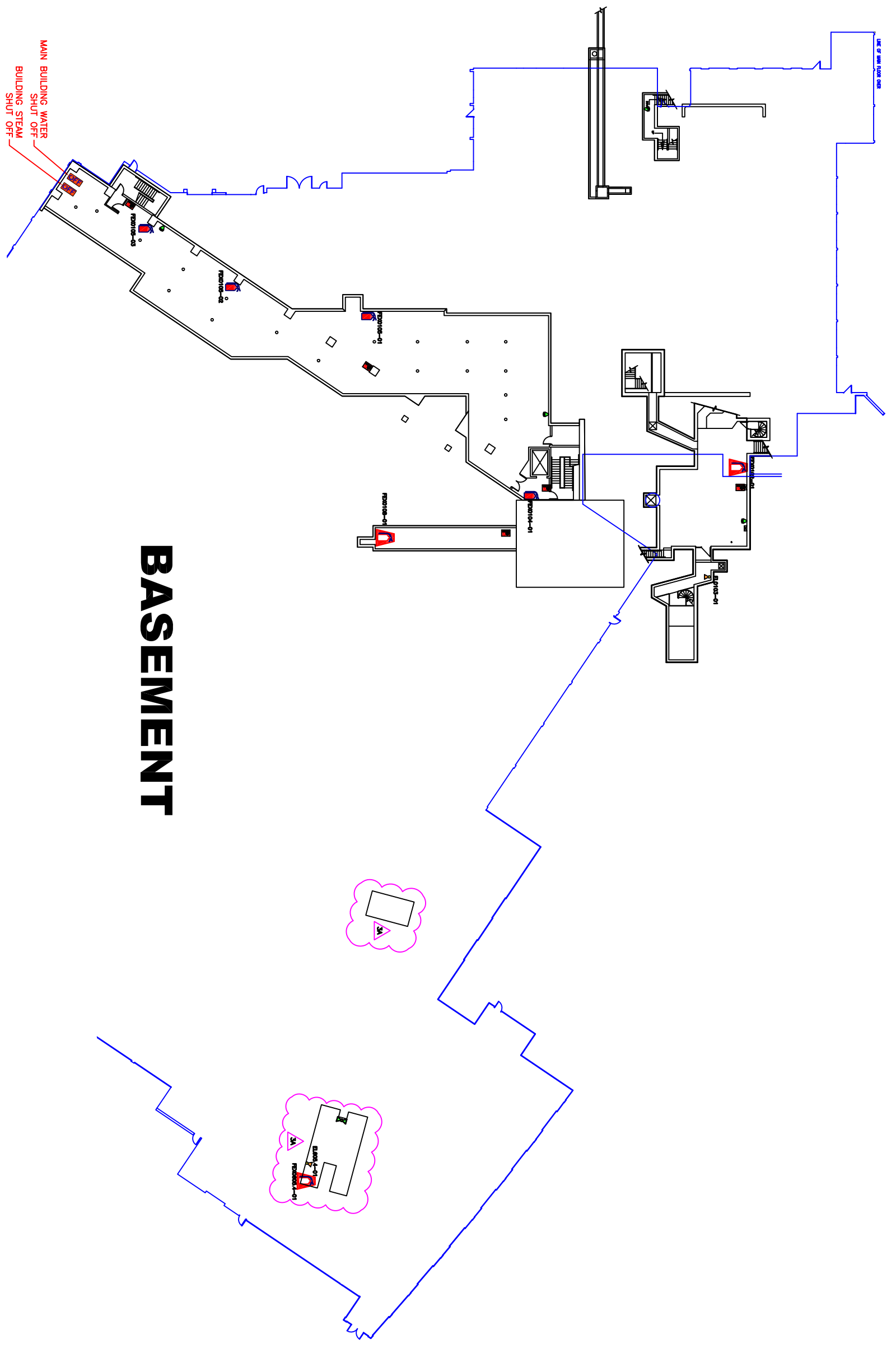
**LEGEND**

	FIRE EXTINGUISHER (ABC TYPE)
	FIRE EXTINGUISHER (BC TYPE)
	FIRE HORN OR BELL
	FIRE PULL STATION
	FIRE HORN & STROBE LIGHT
	EMERGENCY LIGHTING
	FIRE DEPARTMENT CONNECTION
	EMERGENCY GENERATOR
	FIRST AID KIT
	ANTISEPTIC DISPENSER
	FIRE HOSE CABINET
	AUTOMATED EXTERNAL DEFIBRILLATOR
	EMERGENCY BUILDING POWER SHUT-OFF
	FIRE HYDRANT

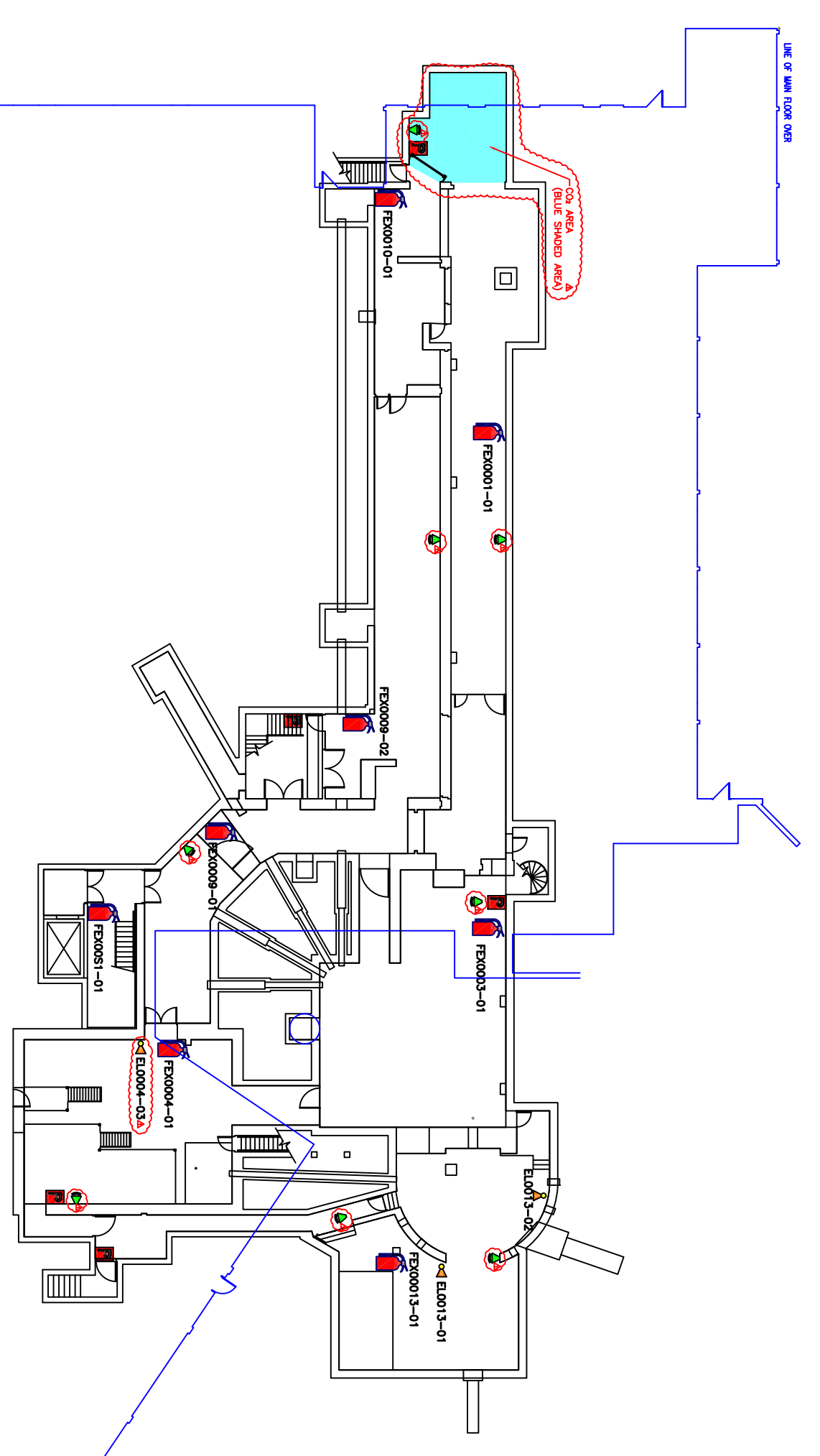
NOTE: ONLY BATTERY POWERED EMERGENCY LIGHTING IS SHOWN.



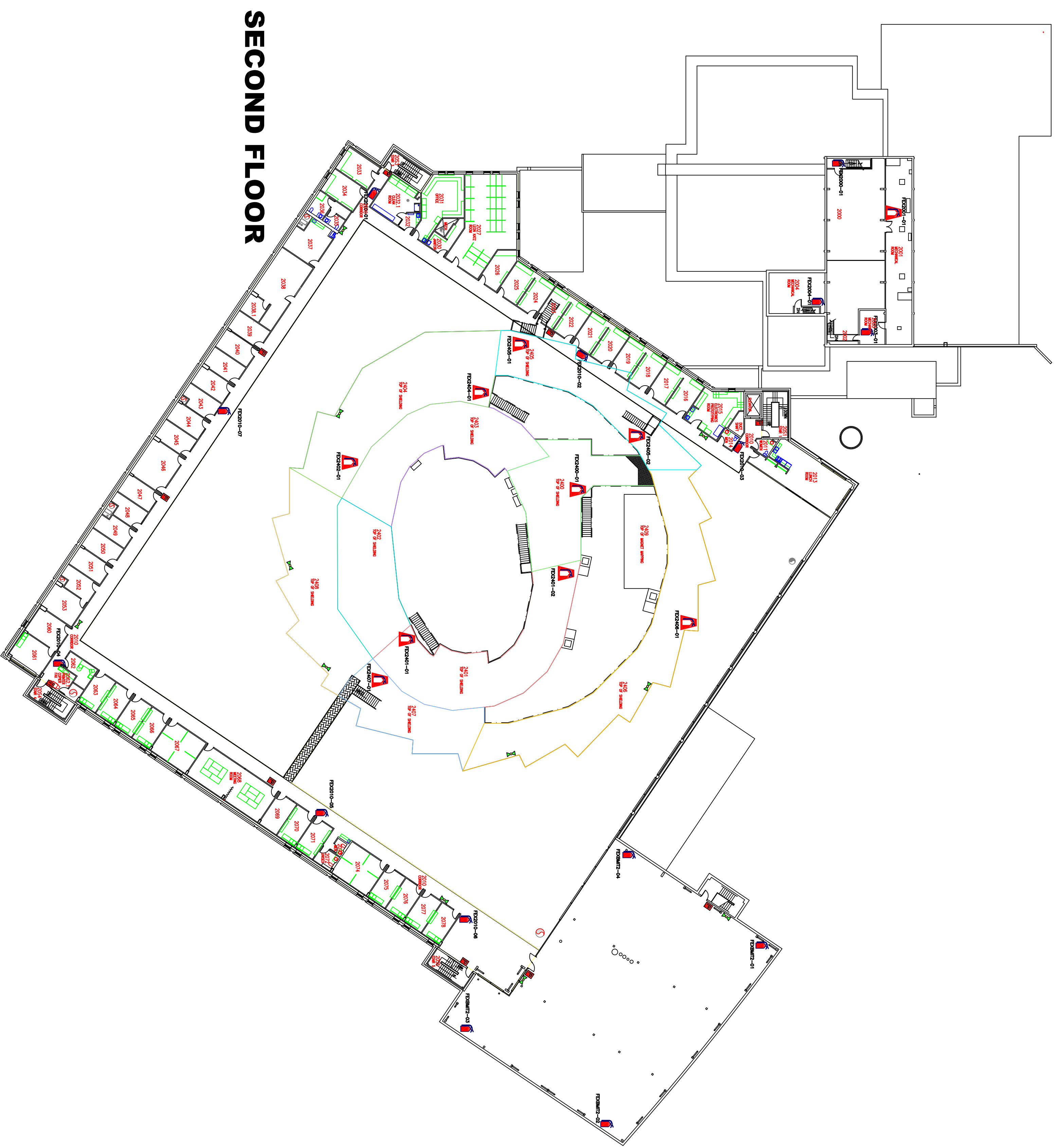
**MAIN FLOOR**



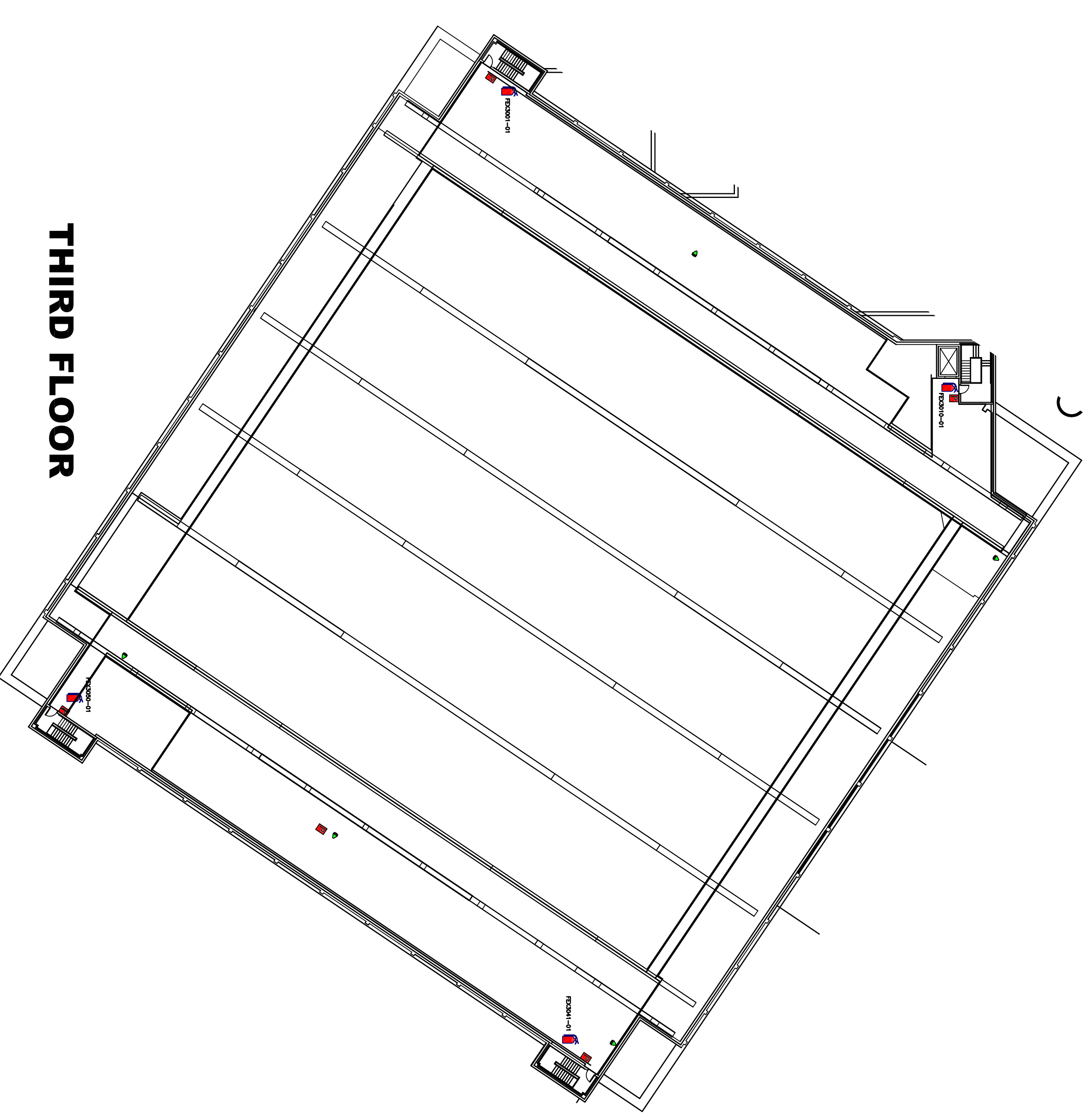
**BASEMENT**



**SUBBASEMENT**



**SECOND FLOOR**



**THIRD FLOOR**

DATE		SCALE		PROJECT	
1	1/11/2020	AS SHOWN	AS SHOWN	CLS FACILITY	EMERGENCY RESPONSE AND FIRE PROTECTION EQUIPMENT LAYOUT
2	2/11/2020	AS SHOWN	AS SHOWN		
3	3/11/2020	AS SHOWN	AS SHOWN		
4	4/11/2020	AS SHOWN	AS SHOWN		
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192	12/11/2035	AS SHOWN	AS SHOWN		
193	1/11/2036	AS SHOWN	AS SHOWN		
194	2/11/2036	AS SHOWN	AS SHOWN		
195	3/11/2036	AS SHOWN	AS SHOWN		
196	4/11/2036	AS SHOWN	AS SHOWN		
197	5/11/2036	AS SHOWN	AS SHOWN		
198	6/11/2036	AS SHOWN	AS SHOWN		
199	7/11/2036	AS SHOWN	AS SHOWN		
200	8/11/2036	AS SHOWN	AS SHOWN		
201	9/11/2036	AS SHOWN	AS SHOWN		
202	10/11/2036	AS SHOWN	AS SHOWN		
203	11/11/2036	AS SHOWN	AS SHOWN		
204	12/11/2036	AS SHOWN	AS SHOWN		
205	1/11/2037	AS SHOWN	AS SHOWN		
206	2/11/2037	AS SHOWN	AS SHOWN		
207	3/11/2037	AS SHOWN	AS SHOWN		
208	4/11/2037	AS SHOWN	AS SHOWN		
209	5/11/2037	AS SHOWN	AS SHOWN		
210	6/11/2037	AS SHOWN	AS SHOWN		
211	7/11/2037	AS SHOWN	AS SHOWN		
212	8/11/2037	AS SHOWN	AS SHOWN		
213	9/11/2037	AS SHOWN	AS SHOWN		
214	10/11/2037	AS SHOWN	AS SHOWN		
215	11/11/2037	AS SHOWN	AS SHOWN		
216	12/11/2037	AS SHOWN	AS SHOWN		
217	1/11/2038	AS SHOWN	AS SHOWN		
218	2/11/2038	AS SHOWN	AS SHOWN		
219	3/11/2038	AS SHOWN	AS SHOWN		
220	4/11/2038	AS SHOWN	AS SHOWN		
221	5/11/2038	AS SHOWN	AS SHOWN		