

Fire alarm system

900 West Hastings is equipped with modern fire alarm equipment. The system is inspected annually to ensure its readiness and good operation. The fire alarm system is integrated with the elevator controls and mechanical systems of the building.

Fire detection devices include smoke and heat detectors, pull stations, and flow detectors on the sprinkler system. These devices are located throughout the building.

Fire fighting equipment include an automatic sprinkler system, fire pump, standpipe system, as well as fire extinguishers and fire hoses. The fire extinguishers are located in the North stairwell by the freight elevator and inside the South stairwell on each floor and are available for use in fighting small fires.

Evacuation routes

There are 2 fire exit stairwell in the tower: North stairwell and South stairwell. The north stair leads to the back lane. The south stair leads to the lobby and out the front of the building. There is a third stairwell from the mezzanine to the back door (and basement).

Familiarize yourself with the exit stairwells. Use both tower stairs for a 'practice run' so you know where you end up at street level. Previous fire drills have shown the following user errors:

- Some people descent past the ground floor and continue down to the basement level, only to have to track back up (in the mezzanine stairwell).
- Unequal loading of the two stairwells. People tend to gravitate to the South stairwell, resulting in some congestion.

Cross over floors

Floors 3, 8 and 14 are 'cross over floors'. That means that the stairwell doors on these floors are always unlocked. If, in case of an emergency, you find one stairwell is blocked or unpassable (i.e. due to smoke), you can cross over to the other stairwell by exiting the first stairwell and using the elevator lobby on these floors to reach the other stairwell. In the stairwells, the cross over floors are indicated by signs on the inside face of the stairwell doors.

INFORMATION FOR BUILDING OCCUPANTS

What to do if you discover a fire

1. Call 9-1-1
2. Activate the fire alarm station by pulling the nearest pull station
3. Fight a fire only if the fire is small. Extinguishers are located in each elevator lobby.
4. Close doors behind you (to reduce the spread of fire or smoke)
5. Evacuate the building via the stairwells. In case of a fire, do not use the elevators.

What to do when you hear the fire alarm bells

If you hear the bells ring fast and continuously, you must EVACUATE without delay. Go to the elevator lobby, and find your way to one of the two stairwells.

Follow the instructions of the Floor Warden.

Do-s and don't-s of an evacuation

When evacuating the building, please follow the following instructions:

1. Walk. Do not run, push, or shove. Do not pass others unless it is safe to do so. A calm evacuation will ensure everyone gets out safely and no one is injured in the stairwells.
2. Use the stairwell closest to your office or workstation. We want to use the two stairwells equally so that one stairwell does not become congested.
3. Follow the instructions of the Floor Warden. They are responsible for the orderly evacuation of your floor.
4. Exit at ground level. Do not exit through the lobby, and do not go back into the building.
5. Go to the designated gathering place, and stay there. We need to account for everyone.

Further information

Further information is available from the following sources:

1. The Floor Warden on your floor.
2. The **Fire Safety Plan** for 675 West Hastings, a copy will be available in your office.
3. The building management office - call 604-688-7900.