



Queen's Park West

Fire Safety

Fire alarm system

Queen's Park West 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. The fire alarm system also includes annunciator panels on the main floor lobby.

Fire fighting equipment includes an automatic sprinkler system, standpipe system, as well as fire extinguishers. The fire extinguishers are located in a cabinet near the south stairwell doors on each floor and are available for use in fighting small fires.

Two stage system

The fire alarm system at Queen's Park West is a two stage system. Bells will ring either intermittently (30 strokes per minute) or continuously (300 strokes per minute).

If you hear the bells on your floor ring intermittently (30 strokes per minute), this means that there is a fire alarm condition elsewhere in the building, but you do NOT need to evacuate. In this case, please STAND BY, wait for further instructions (over the public address system), and get ready to leave if needed (i.e. get your coat, purse, lock your drawers etc). But there is no need to evacuate your floor if the bells ring at 30 strokes per minute.

If you hear the bells ring fast and continuously (300 strokes per minute), you must EVACUATE without delay. Go to the elevator lobby, and find your way to one of the three exit stairwells.

The reason for the 2 stage system is twofold. First, it allows us to investigate if an alarm is false, and if so, silence the bells. At that time, only the highest risk areas of building will be evacuated. The rest of the building floors will be in standby mode.

Evacuation routes

There are 3 exit stairwells in the building: one immediately adjacent to the elevator core, and one on both the east and west sides of the office floors for levels 2-3. Level 4 only has two exit stairs, the centre stair by the elevator and the west stair off of the exterior patio. The parkade also has 2 exits, one to street level on Fifth Street to the east, and one through the existing Westminster Centre parkade stair to street level at the back lane.

Familiarize yourself with the exit stairwells. Use both stairs for a 'practice run' so you know where you end up at street level.

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 and stair doors.
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 on your floor ring intermittently (30 strokes per minute), please STAND BY, and wait for further instructions over the public address system. You may want to get ready to leave (i.e. get your coat, purse, lock your drawers etc) but do not evacuate your floor if the bells ring at 30 strokes per minute.

If you hear the bells ring fast and continuously (300 strokes per minute), 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 all stairwells equally so that one stairwell does not become congested.
3. Follow the instructions of building and emergency personnel. 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 **Fire Safety Plan** for Queen's Park West, a copy will be available in your office.
2. Visit <http://queensparkwest.com/tenant-resources/emergencies/>.
3. The building management office - call 604-525-8866.