

# City Hall Evacuation Procedures Overview

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December 8, 2023 City Council

# Emergency Response Plan

As part of your emergency response training, it is important that you and the staff you supervise to understand and follow emergency procedures as outlined in your building's Emergency Response Plan.

**City Hall**  
**1 Sir Winston Churchill Square**  
**Emergency Response Plan**

*The link above can be found on onecity, which will have the most current version posted at all times.*

# Emergency Personnel

There are a number of emergency personnel identified in the Emergency Response Plan.

The necessary positions are as follows:

Chief Emergency  
Officer

Wardens

First Aider

Deputy Chief  
Emergency Officer

Assistant Wardens

Monitor

# Roles & Responsibilities

## The Chief Emergency Officer:

- Responds to all emergencies.
- Ensures all emergency procedures are carried out
- Meets first responders to provide status of all building areas.
  - Provides names and locations of any individuals who were not able to evacuate.
- Announces the “All Clear” once received from the Fire Department at the scene.

# Roles & Responsibilities

## Wardens:

- Ensure the emergency response procedures are appropriate.
- Make their identity known to all persons in their designated area during an evacuation.
- Establish control of their floor in an emergency situation.
- Sweep their designated areas and assist building occupants to exit the building
- Meet the Chief Emergency Officer at the Warden Check-In Point to check in and report the status of their specific area,
  - Report the names and locations of any Monitors and individual(s) with a mobility impairment(s).

# Evacuation Procedures



# City Hall Fire Alarm

City Hall has a single stage fire alarm system. This means that upon the alarm being triggered, the building will go into immediate evacuation mode.

The system consists of an audio alert as well as flashing strobes throughout the building.

# Warden & Assistant Warden Evacuation Procedures

- Upon the sound of an alarm, direct all occupants to the closest Emergency Exit/stairwell and instruct them to head to the designated Muster Point.
- Sweep their respective areas
  - Record the names and locations of anyone with limited mobility who could not evacuate, along with the name of their Monitor.
- Proceed to the Warden Check-In Point
  - Check in with the Chief Emergency Officer (or designate), report individuals left behind, and then proceed to any assigned posts (if safe to do so).

# Warden & Assistant Warden Evacuation Procedures

<b>Civic Events Office</b>	<ul style="list-style-type: none"><li>• Washrooms - main floor south</li><li>• City Hall School</li></ul>
<b>Storytelling Space (main floor)</b>	<ul style="list-style-type: none"><li>• Gender neutral washroom - west main floor across from RVR)</li><li>• West door at 100 Street</li></ul>
<b>Protocol Office</b>	<ul style="list-style-type: none"><li>• Washrooms - main floor north</li><li>• North door at 103 A Avenue</li></ul>
<b>City Clerk's Offices (3rd and 2nd Floors)</b>	<ul style="list-style-type: none"><li>• Wellness Space</li><li>• Washroom - 3rd floor west</li><li>• Washroom - 2nd floor west</li><li>• Washroom - Mezzanine level west</li></ul>
<b>City Manager's Office</b>	<ul style="list-style-type: none"><li>• Washroom - 3rd floor east</li><li>• Washroom - 2nd floor east</li><li>• Washroom - Mezzanine level east</li></ul>

# Warden & Assistant Warden Evacuation Procedures

<b>Mayor's Office</b>	<ul style="list-style-type: none"><li>• Parkade Ramp - entry lane (this post is only required until the time building Trades have placed a "Parkade Closed" sign in front of the entry lane)</li></ul>
<b>Hallway Cafe</b>	<ul style="list-style-type: none"><li>• Change room - main floor south</li></ul>
<b>Trades/Custodians</b>	<ul style="list-style-type: none"><li>• Parkade offices on P1</li></ul>
<b>Council Chambers and River Valley Room</b>	<ul style="list-style-type: none"><li>• Meeting Clerk with support from Security</li></ul>

*Note: If staffing levels do not allow for any of these areas to be checked, notify Chief or Deputy Emergency Officer know so that they alert first responders.*

# Emergency Evacuation Procedures



## Meetings & Public Events

Council Chambers

Heritage Room

River Valley Room

City Room

If an alarm is initiated when there is an event underway, it is the responsibility of those who are hosting the event to ensure that all guests evacuate the building.

As a best practice, all events should begin with evacuation instructions in the event of an emergency.

# Stairwell Evacuation Procedures

While evacuating down a stairwell,

## DO NOT:

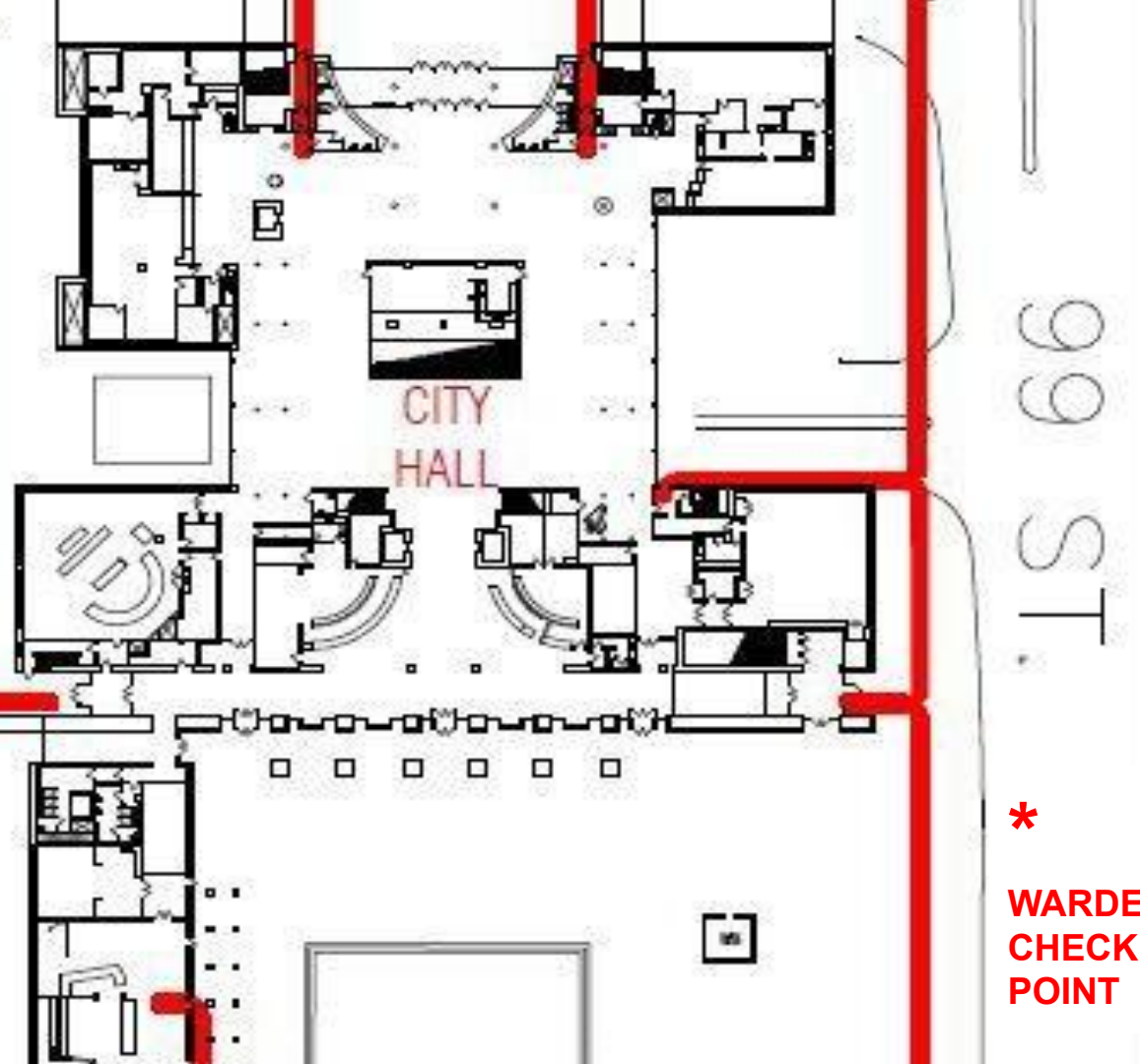
- Use the elevators;
- Enter a smoke filled stairwell;
- Bring any food or beverages with you;
- Use mobile devices while evacuating;
- Return to your workstation for personal belongings;
- Attempt to enter alternate areas of the building (i.e. parkade);
- Run down the stairwell; and
- Turn back around in the stairwell (unless there are signs of danger ahead).

# Stairwell Evacuation Procedures

If the closest stairwell shows any sign of danger, ie. visible smoke, use an alternate stairwell in the building.

It is imperative that all occupants are familiar with the layout of the building, and the location of all stairwells and emergency exits.

## Warden Check-In Point



\*

WARDEN  
CHECK IN  
POINT

# City Hall Muster Points

**100 Street and 103 Avenue in front of The Churchill Building**

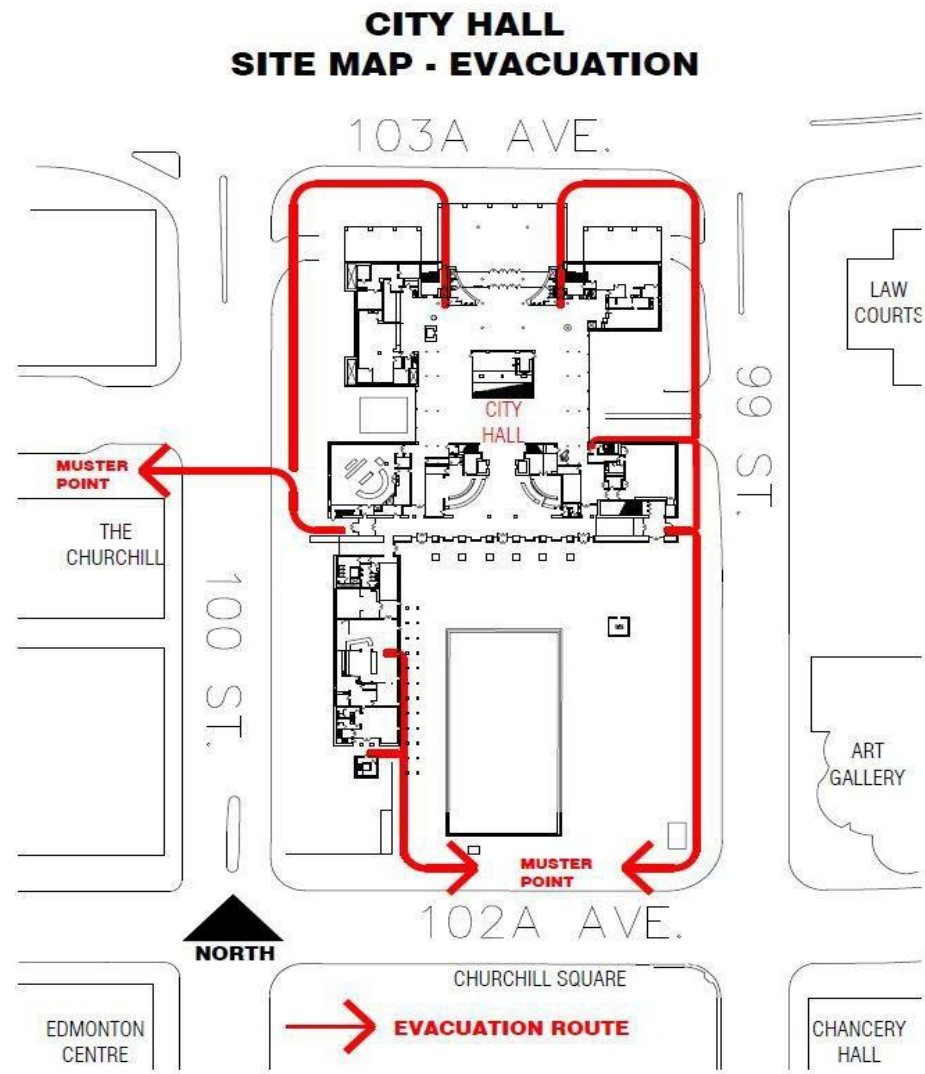
and

**On the corner of 100 Street and 102A Avenue in Churchill Square**

Please refer to the map to confirm what Muster Point your area is to proceed to.

In the event of inclement weather, or any other conditions that prevent access to either Muster Points, evacuees can muster in the **Stanley Milner Library**.

Always ensure your whereabouts are known by your direct supervisor.



# Questions.