




HELPING BUILD  
BETTER CITIES™

## ERP Evacuation Procedure – Fire Warden/Marshall List

Calgary Office: 37 Quarry Park Blvd SE

Department / Area	1 <sup>st</sup> Floor Fire Wardens	Alternate Fire Warden
Qualico Communities	Derek Arnold 	Emily Smith
Department / Area	2 <sup>nd</sup> Floor Fire Wardens	Alternate Fire Warden
Sterling Homes	Gerrad Viccars	Pamela Burns
NuVista Homes	Earl Raatz	Jill Li
Broadview Homes	Jeff Dueck	Holly Wollman
DesignQ	Lindsay Saelzer	TBD
Department / Area	3 <sup>rd</sup> Floor Fire Wardens	Alternate Fire Warden
Qualico Region	Randy Mosier	Deb Terakita
Safety / Rancho	Kelly Good	Cindy Halina
Qualico Properties	Carmen Jaume	Debbie Burnett
Qualico Accounting	Mary Huynh	Dan Tippet
Streetside Developments	Alain Boileau	Ashley Williams

Qualico Office Fire Marshall: Derek Arnold / Mike Cole

### **Duties for Fire Wardens**

1. Be familiar with all exit locations of the building and most importantly the nearest exits. Be familiar with your sweeping route in the event of an emergency.
2. Fire alarm pull station are located at East/West stairwell exit door across all levels. Additionally, fire extinguishers are strategically placed in various office areas and on every landing of the stairwells across all levels.
3. Immediately report fire odor or signs of smoke to the **Fire Marshalls** (Mike Cole or Derek Arnold)
4. Ensure that combustibles do not accumulate in your department.
5. Ensure that all of your department staff members leave the building in the event of an emergency and/or alarm activation and guide them to the muster point S.E. corner of the parking lot.
6. Report from the muster point to the **Fire Marshall** that the staff members for your respective work area have exited the building.
7. You will be informed at the muster point on the next step in regard to either re-entry of the building or other directions by the Fire Department or Properties in the event of a drill or an emergency evacuation.
8. In the event exits are blocked by fire or smoke; keep staff calm, go to a safe area and close the doors. Put jackets or sweaters under the door to prevent smoke accumulation. Stay low to the floor if the area fills up with smoke. If you are near a window signal the fire fighters by waving a bright colored object or call 911 from a cell phone and report where you are so that rescue can be performed.
9. Fire extinguishers may be used if it is safe to do so by all **Fire Wardens** to assist in the evacuation of your department.



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## NEW MUSTER POINT LOCATION

