



HELPING BUILD
BETTER CITIES™

ERP Evacuation Procedure – Fire Warden/Marshall List

Calgary Office: 37 Quarry Park Blvd SE

Department / Area	1st Floor Fire Wardens	Alternate Fire Warden
Qualico Communities	Derek Arnold 	Emily Smith
Department / Area	2nd Floor Fire Wardens	Alternate Fire Warden
Sterling Homes	Gerrad Viccars	Pamela Burns
NuVista Homes	Franchesca Leonardo	Jordan Morosoff
Broadview Homes	Robyn Wood	Jenn Ollivier
DesignQ	Lindsay Saelzer	Stephanie Sousa
Department / Area	3rd Floor Fire Wardens	Alternate Fire Warden
Qualico Region	Michelle Hourd	Randy Mosier
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: William Fulton/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, Will Fulton 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.

10. Assist Occupants Requiring Additional Evacuation Support

- Be familiar with any Personal Emergency Evacuation Plans (**PEEPs**) for employees or visitors requiring evacuation assistance.
- Ensure occupants with disabilities, mobility limitations, medical conditions, or other accessibility needs are notified of the emergency and provided assistance as required.



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- Escort the individual to the designated evacuation elevator.
- Notify the Fire Marshall of the individual's name, location, and assistance requirements if they remain in an Area of Refuge.
- Remain with the individual when safe to do so until relieved by another Fire Warden, Emergency Response Team member, or emergency responder.
- Ensure the individual's status and location are reported at the muster point.

NOTE: Fire Wardens shall not attempt to carry or physically move individuals down stairwells unless specifically trained and authorized to use evacuation equipment. Approved evacuation chairs, designated evacuation elevators, or emergency responders shall be utilized in accordance with the building Fire Safety Plan and emergency procedures.

MUSTER POINT LOCATION SE Corner ★

