



Place Bonaventure Condominium Corporation

25 & 35 Bonaventure Avenue, • St. John's, NL A1C 6N8

EMERGENCY ACTION PLAN

Emergency Contact Information

SERVICE	CONTACT
Fire Department – EMERGENCY	911
Fire Department – Non-Emergency	709-722-1234
Police – EMERGENCY	911
Police – Non-Emergency	709-729-8000
Health Line	811
Medical Assistance Ambulance	709-777-6320
City Services	311 or 709-754-CITY (2489)
Newfoundland Power	709-737-5711
Perennial Management (24-hour Service Line)	709-754-2502
Fire Marshall (Resident Manager)	709-685-2331
Deputy Fire Marshall, Building #35	709-754-7646
Deputy Fire Marshall, Building #25	709-689-2536

FIRE OR MEDICAL EMERGENCY

If a **FIRE** or **MEDICAL EMERGENCY** occurs, call 911.

When contacting 911 be prepared to provide the following information:

- a. Your name
 - b. Type of emergency (Fire, Medical Emergency)
 - c. Building address
 - d. Your location within the building (Floor #, Parking Garage)
- Do not hang up until 911 operator requests that you do so.

Provide the Resident Manager (709-685-2331) with the same information given to the 911 operator as soon as you are able.

If **FIRE & SMOKE** is detected:

- a. Close all doors to the fire area.
- b. Activate the fire alarm manual pull station at the nearest stairwell.
- c. Call 911 from a safe area after evacuating the area.

If an **ALARM** is activated:

- a. Leave the building immediately.
- b. Use stairways only to exit, staying to the right.
- c. Proceed to the assembly point which is the front of the buildings on Bonaventure Avenue.
- d. Do not re-enter until the Fire Department or building Fire Marshall gives the “all clear” signal.

If **FLOODING** situation occurs:

- a. Do not touch electrical equipment.
- b. Move to a safe area.
- c. Call Resident Manager (709-685 2331).
- d. Contact 911, if necessary.

EMERGENCY ACTION PLAN MANUAL

INTRODUCTION AND PURPOSE

The Place Bonaventure Condominium Corporation (PBCC) Board of Directors, along with Perennial Management, is committed to providing an organized and proactive environment for the Residents in the event of an emergency. Many emergency features have been incorporated into the design and construction of the buildings, including emergency lighting, fire alarm pull stations, fire extinguishers, smoke detectors, and sprinklers. Regular inspections and annual fire drills are conducted.

This Emergency Action Plan has been designed to minimize the chances of injury and maximize the level of responsiveness and preparedness of our Residents in the event of an emergency situation. To prepare for possible emergencies, PBCC works closely with the St. John's Fire and Police Departments to evaluate conditions, anticipate potential risk, and develop and maintain a comprehensive Emergency Action Plan. These Emergency Action Plan procedures have been developed to present clear instructions on the actions required during the first minutes of an emergency (prior to the arrival of emergency personnel). Instituting calm, organized communication and reaction will reduce the potential for injury in the event of an emergency.

To ensure the safe evacuation of the buildings during an emergency, the procedures in this manual must be followed unless Fire or Police Department officials direct otherwise. The purpose of this manual is to establish a command structure, a sound decision-making process, and effective lines of communication.

BUILDING FIRE MARSHAL

The PBCC Board has appointed the Resident Manager as the building Fire Marshall. His job is to provide leadership and to assure the establishment and continuity of the Emergency Action Plan by providing information and guidance. He will be the first point of contact for any emergency and take charge to implement the Plan. He will be responsible for liaison activities with the Fire Department and/or any other designated authority in the event of an emergency. He will hold fire drills as required.

The Board has appointed a Deputy Fire Marshall for each building to act as Fire Marshall in his absence and to assist him in his duties and responsibilities.

BUILDING EMERGENCY EVACUATION PROCEDURES

NOTE: Immediate evacuation of the building is mandatory when the fire alarm is activated.

When an alarm sounds, Residents should do the following:

- Exit to the nearest or safest stairwell. **DO NOT USE ELEVATORS.**
If it is necessary to evacuate to the outside, the outside stairwells are located next to Units 105, 205, 305 in Building 25 and Units 118, 218, 318, 402, and 403 in Building 35.
Residents should make their way to the front of the buildings on Bonaventure Avenue. Residents shall remain outside the building until the Resident Manager, with Fire Department authorization, gives notification to re-enter the building.
If the situation is contained in one building, the Residents may be directed to wait in the lobby of the other building while the situation is evaluated.
Do not re-enter the building until clearance is given by the Fire Department or by the building Fire Marshall.

If you should discover a fire, whether in your unit or the common areas, all Residents should do the following:

- Go to the nearest emergency fire alarm pull station. Pull the lever to activate the fire alarm system and evacuate via the nearest and safest stairwell.
- Proceed to the assembly point in front of the buildings on Bonaventure Avenue and await further instructions from the Resident Manager, Deputy Fire Marshall and/or the Fire Department.
- Call 911, then notify the Resident Manager on his mobile phone at 709-685-2331 or at his Unit 100 in Building 25.

Individuals with Impaired Mobility

A confidential and updated list of Residents with impaired mobility will be kept by the Resident Manager at all times for use during any type of emergency. Residents are responsible to update the Resident Manager if their condition changes or to advise if he/she may now need assistance. This list shall include:

- a. The Resident's name
- b. The unit where he/she lives
- c. The nature of the physical challenge

Residents with impaired mobility should remain in their Unit near to the door while waiting for rescue by the Fire Department.

MEDICAL EMERGENCY

In the event of an accident or illness, immediately:

1. Call 911 and report a “Medical Emergency.” Firefighters, police and/or an ambulance will be automatically dispatched, as required.
2. Give the operator this information: building name, building address, floor or location of emergency and any details available about the accident or illness.
Do not hang up until 911 operator requests that you do so.
3. **As soon as possible, contact the Resident Manager.** If the Resident Manager is available at the time of the emergency, he will direct emergency personnel to the floor where the emergency is. When the emergency personnel are ready to leave the building, potentially with a stretcher, he will leave the elevator on stand-by on the floor of the emergency to transport the emergency personnel and/or ill or injured person to the lobby. He will assist the emergency personnel, as needed, with any patient information he knows, such as medical history, emergency contacts, etc.

FIRE PROTECTION EQUIPMENT

The buildings are equipped with an automated early warning fire detection system that automatically relays to the monitoring company who notifies the Fire Department. The sounding of the alarm will advise building Residents when there is a fire or smoke detected. The components of the system include the following.

Smoke Detectors

Smoke detectors are located on every floor in the common areas. Smoke detectors are installed in every residential Unit. **It is the responsibility of Unit Owners to replace the battery in their Units on an annual basis.** In the event smoke is detected in a common area, an alarm is transmitted to the Fire Panel in that building. An automatic alarm is transmitted to the monitoring company who in turn contacts the Fire Department. It is recommended that you contact the Fire Department directly as well. The Fire Panel will display the zone of the alarm.

If a smoke alarm is activated in a residential Unit, it does NOT activate the fire alarm system. The Resident is expected to deactivate it, assuming a small amount of smoke from a known source (such as burnt toast), by opening windows and waving something like a tea towel under it to clear the air. If the source is unknown, then the Resident Manager and the Fire Department should be notified. If neighbours become aware of a residential smoke detector alarming but not being deactivated, they should notify the Resident Manager to investigate.

Fire Sprinklers

All Units and common areas, including the underground parking garages, have fire sprinklers installed. The sprinkler heads are activated by heat or flame. Every unit has numerous sprinkler heads. Activation of a sprinkler through fire, heat or damaging the sprinkler unit will cause an

alarm to be transmitted to the Fire Panel and through the monitoring company to the Fire Department.

Fire Alarm Manual Pull Stations and Fire Extinguishers

The building is equipped with the following equipment for the Fire Department and building Residents:

1. Fire alarm manual pull stations – installed at all exit stairwells within the building; (These are activated by pulling on the alarm lever; once the manual pull station is activated, an alarm will sound on all floors and a signal is automatically transmitted to the Fire Panel in that building and through the monitoring company to the Fire Department.)
2. Fire extinguishers – located in the two fire extinguisher cabinets positioned on every floor; (If the fire is small and contained these extinguishers can be used by building Residents.)
3. Emergency Lighting Systems – located in the hallways and stairwells; (Exit lights remain on; exit corridors are lit.)

Do not use the elevators in the event of a fire. If you are in the elevator and a fire alarm is activated, disembark at the next floor and take the stairwell out of the building. When it arrives, the Fire Department is able to use the elevators through a fire control key switch within the elevator. While under Fire Department control, the elevators cannot be summoned to any building level.

COMMUNICATION EQUIPMENT AND SYSTEMS

Communication with building Residents is critical in an emergency situation. Our buildings use the following systems for emergency communication:

1. Audible alarm devices will sound on all floors of the building that has sounded an alarm.
2. An Emergency Evacuation Plan map is posted on each floor of the building by the elevators (“YOU ARE HERE”). This map directs Residents to the nearest stairwell.
3. The Resident Manager lives on site and is available by phone to provide assistance in an emergency situation. His mobile phone is 709-685-2331 and his Unit is 100 in Building 25. If the Resident Manager is not in the building, he will initiate calls to the Deputy Fire Marshalls to respond.
4. The alarms are not audible between the buildings and the Resident Manager will need to be alerted if an alarm is activated in Building 35.
5. If the Resident Manager is not physically available with his keys, he will notify a key holder who has access to the key to shut down the Fire Panel alarm when the Fire Department has given the instructions to do so.

POWER FAILURE

In case of a power failure, emergency lights will be available in the stairwells and hallways for approximately 20 minutes. The garage lights will remain in operation for approximately 40 minutes after a power outage.

The elevators will stop wherever they are if the power fails. Persons trapped in an elevator should immediately use the phone in the elevator to call the elevator service company and advise them that they are in the elevator. The company will dispatch a technician to release the elevator. The elevators can also be released by the Fire Department, if they are on the scene.

The garage doors will have to be manually operated in a power outage. If you need to take a car out, or are waiting outside to enter the garage, the Resident Manager should be contacted for assistance to get in and out of the garage.

It is recommended that you remain in your Unit during a power outage unless it is necessary to leave your Unit as the building will be in darkness. Residents should have flashlights with spare batteries available in their Units.

FLOOD

In the event of a flood, the building will be evacuated, and the affected areas closed off. Flooding can cause great harm to the electrical equipment that serves the buildings. If there is a slow water leak (not considered a flood) or a sprinkler head is activated, please inform the Resident Manager immediately. If a sprinkler head is activated in a Unit or common area, it will result in an alarm that will bring the Fire Department to the building.

BUILDING SECURITY

Building security is maintained by 16 video surveillance cameras in each building and through the Resident Manager controlling admission through the Resident Directory. The security system is as follows:

1. Strategically placed security surveillance cameras throughout the buildings, both interior and exterior, to record activity;
All camera data is reviewable in the Resident Manager's office and can be recalled for up to 90 days. The Resident Manager is also able to actively monitor the cameras through his mobile phone.
2. A Resident Directory located in the main entrance foyer of each building;
Visitors must call the Unit they wish to visit using the name on the Resident Directory. Unit Residents can grant visitors access to the building, but they should deny access to anyone visiting another Unit or to strangers waiting in the foyer.
3. Exterior stairwell exits locked from the outside.

Stranger in the Building

Do not allow strangers to follow you into the building without them being buzzed in by a Resident. Report the presence of suspicious individuals in or about the property to the Resident Manager. Provide a physical description of the person, the location where they were last seen, and the time you saw them. If a stranger is discovered in the building, it is best to address them in a non-threatening manner, asking who/what they are looking for. Never attempt to restrain the individual(s). If they become confrontational, do not react aggressively. Immediately remove yourself from the situation and contact the Resident Manager. The Resident Manager will immediately respond to the location and also place a call to the Police Department requesting an officer.

The best way to avoid having to deal with a stranger in the building is to help ensure that all security policies are followed and by keeping all unit doors locked.