

# Emergency Response Plan

## INTRODUCTION

These Emergency Guidelines have been prepared for Building occupants in the event of an Emergency Situation. The term “Building” herein refers to the Waterbrooke condominium encompassing the residences at 62 Donald Street, 995 North River Road, 997 North River Road and 1 Columbus Avenue, Ottawa, Ontario.

**At no time should Building occupants endanger themselves in rescue operations. If a situation appears dangerous, wait until the appropriate local authorities provide assistance. Local authorities will normally make the decision to evacuate a building. Stairwells should be used for evacuation. Elevators should never be used for evacuation. Keep calm and await instructions. Do not panic.**

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# Emergency Response Plan

## Fire

Refer to the Fire Safety Plan.

## Earthquakes

Earthquakes are most common in eastern Ontario, but can also happen in other parts of the province.

For more information see the following Government of Canada “Get Prepared” website: <https://www.getprepared.gc.ca/cnt/hzd/rthqks-drng-en.aspx>

### **If you are indoors: "DROP, COVER, HOLD ON"**

- Stay inside.
- **Drop** under heavy furniture such as a table, desk, bed or any solid furniture.
- **Cover** your head and torso to prevent being hit by falling objects.
- **Hold** onto the object that you are under so that you remain covered.
- If you can't get under something strong, or if you are in a hallway, flatten yourself or crouch against an interior wall.
- Stay away and face away from windows, and shelves with heavy objects.
- If you are in a wheelchair, lock the wheels and protect the back of your head and neck.
- If you are in an elevator during an earthquake, hit the button for every floor and get out as soon as you can.

### **If you are outdoors:**

- Stay outside.
- Go to an open area away from buildings.
- If you are in a crowded public place, take cover where you won't be trampled.

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## Thunderstorms

Thunderstorms can bring lightning, heavy rain, hail, strong winds and tornadoes. Be aware of weather conditions and warnings. Seek shelter immediately if a warning has been issued or you believe one will occur.

For more information see the following Government of Canada “Get Prepared” website: <https://www.getprepared.gc.ca/cnt/hzd/svrstrms-en.aspx>

### **If you are indoors:**

- Stay away from windows, skylights and glass doors — strong winds and large hailstones can shatter them.
- Avoid running water in your house — lightning can enter through pipes and plumbing.
- Do not take showers or baths during a thunderstorm.
- Remain indoors during a thunderstorm and stay inside for at least 30 minutes after the last rumble of thunder.
- Be prepared to seek shelter in a basement or interior room on the lowest level if conditions worsen.

### **If you are outdoors:**

- If you hear thunder then lightning is close enough to be dangerous.
- Take shelter in an enclosed building or metal-topped vehicle.
- Avoid water, high ground, isolated trees, power lines and picnic shelters.
- Small, open structures do not protect you from lightning. If there is no shelter, go to a low-lying area away from tall isolated objects. Crouch down and put your feet together – do not lie down.

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## Tornadoes

Ontario averages about 12 tornadoes a year, usually between May and September. From the extreme southwest of the province to the farthest northern tip, a tornado can strike anywhere. Environment Canada issues warnings when tornadoes are imminent or already detected. The Ontario government assists in distributing these alerts to the public. Be aware of weather conditions and warnings. Seek shelter immediately if a warning has been issued or you believe one will occur.

For more information see the following Government of Canada “Get Prepared” website: <https://www.getprepared.gc.ca/cnt/hzd/trnds-en.aspx>

### **If you are indoors:**

- The safest place to be is an underground shelter, basement or safe room.
- If you don't have a basement, go to the center of an interior room on the lowest level away from corners, windows, doors and outside walls - put as many walls as possible between you and the outside.
- Get under a sturdy piece of furniture — use your arms to protect your head and neck.
- Do not open windows.

### **If you are outdoors:**

Do not wait until you see the tornado to get inside. If you cannot get inside, lie flat in a ditch or depression and cover your head with your hands.

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## Explosions

For more information on bomb threats and suspicious packages, see the following Government of Canada “Get Prepared” websites:

<https://www.getprepared.gc.ca/cnt/hzd/bmbthrts-en.aspx>

<https://www.getprepared.gc.ca/cnt/hzd/sspcspckgs-en.aspx>

**In the event of an explosion the following actions should be taken:**

- Take cover that will give protection from flying glass or debris.
- Notify the Fire Department - Dial 911

**For 911 calls provide the following information:**

- Name of the property.
- Address and nearest cross street.
- The floor number, unit number.
- Describe the situation clearly and accurately.

**Do not hang up. Let the person you are speaking to end the conversation.**

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## Power Outages

The delivery of electrical power to the Building could be interrupted at any time. Depending on the circumstances, a loss of electrical power may or may not become an emergency situation. Regardless, the Property Manager should be contacted and made aware of the outage and will determine which appropriate notifications should be made and safeguards that should be taken.

For more information see the following Government of Canada “Get Prepared” website: <https://www.getprepared.gc.ca/cnt/hzd/pwrtgs-en.aspx>

To reduce fire risk during a power outage, the Office of the Fire Marshal offers the following safety tips:

- Electrically-connected smoke alarms and carbon monoxide alarms will not work when the power is out unless they have battery back-ups. Make sure your home has battery-operated smoke alarms and carbon monoxide alarms.
- Use flashlights or battery-operated lanterns instead of candles or hurricane lamps. If using candles, place them in a secure holder and cover them with a glass chimney, away from children and pets.
- Make sure electric stove elements and small appliances are OFF or unplugged to prevent fires from occurring when the electricity is restored.
- Cordless phones will not work when the power is out, so it is recommended to have at least one phone that does not require electricity to operate.
- Use surge protectors — a safety electrical plug that will shut off the power if lightning strikes to prevent damage to your computer and other household items.

**In the event that a power outage or rolling blackout results in the temporary failure or deactivation of the sprinkler system(s) or the interruption of any fire detection, suppression, or alarm system component, the Fire and Safety Committee has prepared a Fire Watch procedure to look for fires within established areas of the Building.**

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## Burst Waterpipes

The Fire and Safety Committee maintains a volunteer group called the Water Emergency Team (WET). The WET maintains a list of the location of all water shut-off valves. In the event of a burst waterpipe, Building occupants are to contact the Property Manager. If you are unable to talk to a person at the Property Management office, leave a recorded message of the time location and severity of the problem. Building occupants may then contact one of the WET members identified in Table 1 below. Subject to availability the WET member may locate and turn off the shut-off valve.

## Entrapment in an Elevator

### **If you are inside an elevator:**

- Stay calm. Try to keep a clear head so you don't jeopardize your safety
- Try to find a light source.
- Try pressing the “door open” button.
- Press the call button.
- Press the alarm button.
- Call for help.
- STAY CALM and wait for help.

### **If you are outside an elevator and have knowledge of someone trapped inside the elevator:**

- Do not attempt rescue
- Call the property manager
- Let the passengers know help is on-route

### **When reporting an elevator failure, provide the following:**

- Caller's name
- Location (e.g., building address, floor)
- Problem (e.g., stalled, stuck between floors, people trapped)
- Number of people trapped
- Any injuries, life threatening conditions or additional information

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## Icy/Slippery Conditions

The property manager maintains an annual contract with a snow removal company that covers snow removal and salting in common areas of the Building. However, Building occupants are permitted to use salt from the salt bins if there are dangerous ice conditions and the snow removal company is not on site.

## Medical and First Aid Emergencies

In the event of serious illness or injury: Call 911 to obtain the Fire Department, Paramedics, or ambulance service.

### **For 911 calls provide the following information:**

- Name of the property.
- Address and nearest cross street.
- The floor number, unit number.
- Describe the situation clearly and accurately.

**Do not hang up. Let the person you are speaking to end the conversation.**

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## List of Contacts

<b>CONTACT</b>	<b>NAME</b>	<b>PHONE NUMBER</b>
Police, Fire, Ambulance		911
Property Manager	EOPMG Office & after hour emergencies	613-918-0145
<i>PLEASE CALL THE PROPERTY MANAGER BEFORE TRYING THE WATER EMERGENCY TEAM DIRECTLY</i>		
Water Emergency Team	David Sitland	613-421-1225
	Andrew Norgaard	613-749-8252
	Diana O'Connor	613-523-9299
	Ron Davies	613-618-9548
	Kirk Dougherty	613-859-5006
	Ben Neil	613-656-9925