YLW
Kelowna International Airport

Airport Operations Procedures
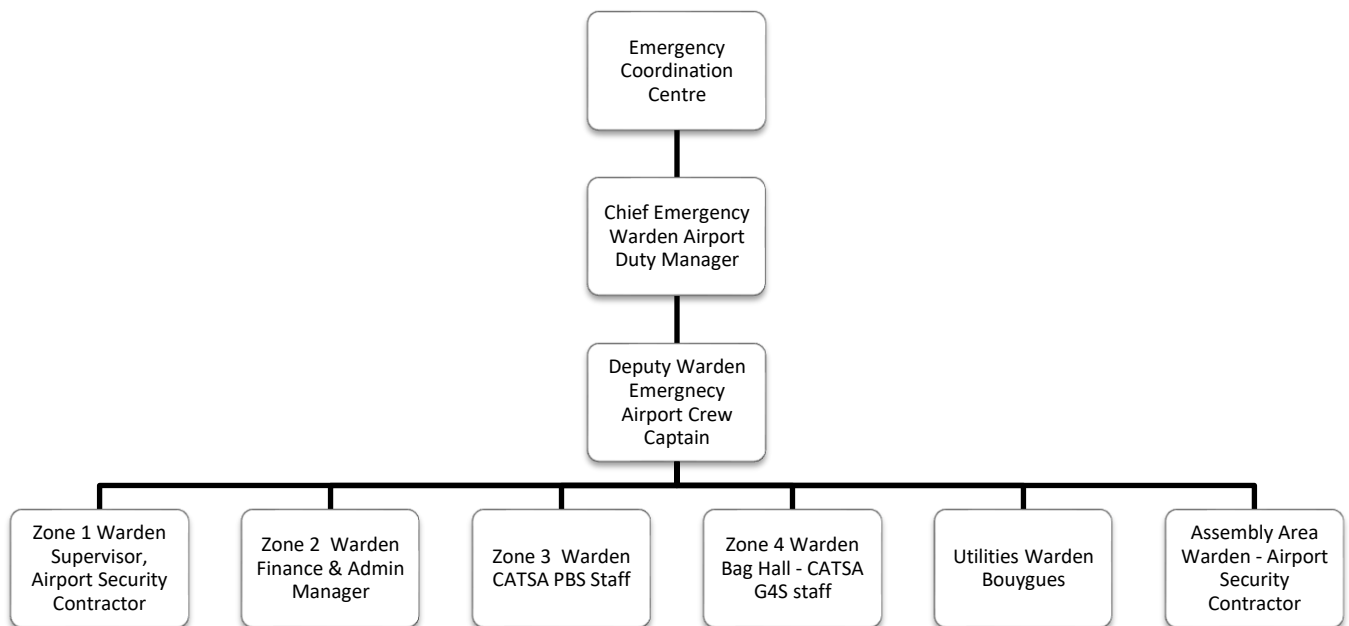Operations
Number: 307
Revised Date: Dec 16, 2019

SUBJECT: AIR TERMINAL BUILDING EVACUATION PLAN

The National Fire Code of Canada and the Canada Occupational Safety and Health Regulations require an organization and a plan to ensure the safety and the safe evacuation in case of emergency of all of the Air Terminal Building occupants.

To meet the requirement an Emergency Organization comprised of one Chief Emergency Warden, a Deputy Chief Emergency Warden and Emergency Zone Wardens has been formed in the Air Terminal Building (ATB) at YLW. Contact with any element of the emergency organization is made through the Operations Centre (250 807-4350 ext. 1).

The aim of the Emergency Organization is to ensure the safe evacuation of all occupants in case of fire or safety threatening situations. Additionally, this system facilitates liaison between the staff coordinating the evacuation with the Airport Emergency Coordination Centre (ECC) during safety and fire-related conditions or situations.

EMERGENCY ORGANIZATION (Optimal)

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                    ┌─────────────────┐
                    │   Emergency     │
                    │  Coordination   │
                    │     Centre      │
                    └─────────────────┘
                            │
                    ┌─────────────────┐
                    │ Chief Emergency │
                    │ Warden Airport  │
                    │  Duty Manager   │
                    └─────────────────┘
                            │
                    ┌─────────────────┐
                    │  Deputy Warden  │
                    │    Emergncy     │
                    │  Airport Crew   │
                    │    Captain      │
                    └─────────────────┘
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Zone 1 Warden Supervisor, Airport Security Contractor	Zone 2 Warden Finance & Admin Manager	Zone 3 Warden CATSA PBS Staff	Zone 4 Warden Bag Hall - CATSA G4S staff	Utilities Warden Bouygues	Assembly Area Warden - Airport Security Contractor

The Airport Duty Manager is the Chief Emergency Warden with the Airport Crew Captain assigned as the Deputy Warden. The Airport Operation Specialist/Fire Fighters on duty assist the Zone Wardens to ensure evacuation is completed. Additional wardens will be identified and utilized when available. The plan is designed to ensure that the nucleus of the Emergency Organization (the AOS\FFs) are always available when the building is occupied.

ZONES

To facilitate a safe and efficient evacuation, the Air Terminal Building has been divided into four zones and placed under the control of the following staff:

- Zone 1: Supervisor, Airport Security Contractor
  - Zone One is the Air Terminal Building (ATB) which includes the groundside concourse, arrivals area, baggage handling area and airside corridor
- Zone 2: Airport Finance & Administration Manager
  - Zone Two is the second floor of the ATB including the Development offices and ECC
- Zone 3: CATSA pre-board screening staff
  - Zone Three includes all of the pre-board screening area and departures lounge
- Zone 4: CATSA Senior HBS Screener
  - Zone Four includes all levels of the bag hall to include ground floor NPST and handler offices.

IMPLEMENTATION

0800 – 1600, Monday to Friday - Once an emergency situation requiring the evacuation of the ATB is declared the Emergency Organization under the direction of the Chief Emergency Warden (or Deputy) will meet at the Security office in the Arrivals area. The Chief Emergency Warden (or Deputy) will brief the members of his team who will then deploy to fulfill their specified responsibilities.

AFTER HOURS / WEEKENDS BUILDING EVAC PLAN

Scenario 1: On weekends, or after hours, the Chief Emergency Warden (or Deputy) will meet at the Security office in the Arrivals area. The Chief Emergency Warden (or Deputy) will brief the members of his team who will then deploy to fulfill their specified responsibilities. The YLW security contractors will conduct a complete physical sweep of the ATB, without putting themselves in harm's way, to ensure the facility is vacated.

**If available, use of on duty YLW RCMP is recommended.

Scenario 2: No YLW DM on site: The on-duty AOS/FF Crew Captain will execute a calm and clear PA announcement to "Evacuate the Building". The YLW security contractors will conduct a complete physical sweep of the ATB without putting themselves in harm's way, to ensure the facility is vacated.

**If available, use of the on duty YLW RCMP is recommended.

If available, the AOS / FF (Airport Operations) are to assist the Zone Wardens. Additional wardens will be identified and utilized when available.

Every effort, without putting oneself in harm's way, should be made to ensure the facility is vacated.

On arrival of mutual aid, the Chief Emergency Warden (or person's conducting the evacuation) is to report to KFD.

EVACUATION COLLECTION POINTS AND FIRST AID

The designated ATB Evacuation Assembly Areas are marked by green signs stating "Emergency Assembly Area". There are two Assembly areas Airside; North by the ground power at OS2 and South at the southwest corner of apron 1 at OS10.
And two Groundside; North at the north end of short-term parking and south at the south end of admin lot.

The Combined Operations Building/Fire Hall is designated as the First Aid Post (Airside) when the ATB is evacuated. The Secondary First Aid post (Groundside) is the Building Maintenance Contractor building, "maintenance bay" on Airport Way. If possible, an YLW staff vehicle will be positioned there with the operator using a loud hailer.

RESPONSIBILITIES

Chief Emergency Warden:
- Assuming command and control of the evacuation procedure
- Coordinating requirements with the Airport emergency response units
- Ensuring re-entry is only made under authority of the On-Scene Commander
- Acting as liaison between the Emergency Organization and the Airport Safety Committee

Deputy Chief Emergency Warden
- Assists the Chief Emergency Warden and acts on his/her behalf during periods of absence

Zone Emergency Wardens
- Ensures the safe evacuation of the assigned zone by:
    - knowing the evacuation route;
    - being aware of mobility-impaired visitors within the area;
    - assigning monitors to assist the mobility-impaired;
    - checking all rooms to ensure the floor area of the zone has been completely evacuated;
    - closing the doors to cleared rooms and indicating room status by applying a strip of masking tape on the door
    - reporting any observed safety hazard within the assigned zone to the Chief Emergency Warden
    - in the event of a non-specific bomb threat conducting a preliminary sweep of the assigned zone to identify suspicious or unusual objects which are to be reported but NOT DISTURBED

Assembly Area Emergency Warden
- Directing evacuating personnel to the Holding Area
- Ensuring entrance to the ATB is free of obstruction and preventing unauthorized entry to the building through the Arrivals Door
- Ensuring re-entry is only made under authority of the On-Scene Commander

Utilities Warden
- Providing the knowledge and ability to disconnect the ATB utilities.

EQUIPMENT

Masking tape and the loud hailer will be kept at the Security office. If functioning, use of the ATB public address is strongly recommended as a tool to keep all staff and guests informed of the situation. Make announcements in a calm and professional manner. Only make general statements to prevent panic and avoid misinterpretation.

Each ARFF truck has a PA speaker system attached to the vehicle, (Red, 1, 2, 3 and S29). A loud hailer is also available in the back of S29 for dismounted operations.

An ATB PA system is available through the YLW Ops Center as well.

CUSTOMS AREA

If the Customs Hall is secured for an international arrival, passengers will be evacuated and controlled as a group by Canada Border Services Agency staff. These passengers will be brought to the Combined Operations Building/Fire Hall bays (Bays, C2, C3, and C4 ONLY) area for customs and processing. The passengers will not be permitted to leave until approved by Canada Border Services Agency staff.

Appendices:

       A. Fire / Evacuations Instruction Diagram

B.   **SUBJECT: FIRE / EVACUATION ORDERS**

ALL OCCUPANTS
If you discover fire, see smoke, smell gas or there is an active physical threat:

1. Sound alarm and warn persons nearby.
2. Evacuate using the nearest safe exit and proceed clear of the building, to a minimum of 150m (500').
3. When in a safe location, phone the Fire Department 9-1-1.
4. Fight the fire using extinguishers only if the fire is small and your safety is not endangered.

If the fire alarm sounds or evacuation procedures are implemented:

1. Leave the building using the nearest safe exit and proceed clear of the building, to a minimum of 150m (500').
2. Comply with the direction of airport employees assisting in evacuating the building.
3. When evacuating, close all doors behind you
4. Do not re-enter the building without the authorization of the Fire Department

GENERAL
All persons should familiarize themselves with

1. Airport Fire/Evacuation Orders
2. Evacuation Exits
3. Location of Alarm Stations
4. Operations Center Telephone Number
5. Fire Extinguisher Location and Use