

Crawford Smith & Swallow **Emergency Plan**

St. Catharines Office

43 Church Street, Suite 400

St. Catharines, ON L2R 7E1

905-937-2100

Crawford Smith & Swallow is committed to having an emergency plan in place for each of our locations to assist staff and the public to respond in the event of an emergency.

EMERGENCY RESPONSE TEAM

Emergency Co-ordinators:

Julia May – extension 3300

Alternate Emergency Co-ordinator:

Theresa Hill - extension 3331

First Aid Response Team:

Julia May (Standard First Aid – CPR A – AED)
Expiry August 25, 2025

VOICE COMMUNICATION SYSTEM – Paging on our phone system will be used to relay information in an emergency. Contact reception at 3300 if you become aware of an emergency situation.

FIRST AID KIT

The first aid kit is located on the shelf above the coat hanger in the kitchen.

EMERGENCY PHONE NUMBERS

EMERGENCY	911
POLICE (NON-EMERGENCY)	905-688-4111
FIRE DEPARTMENT	905-688-5601
HOSPITAL	905-378-4647
POISON CONTROL	1-800-222-1222

Alarm System:	Regional Signal	905-346-2933
Gas Company:	ENBRIDGE GAS – Emergency	1-866-763-5427
Electric Company:	Alectra Utilities	905-684-8111

CONTRACTORS

Electrician:

Don Sinclair

289-214-1795

Plumber:

Don Sinclair

289-214-1795

Roofer:

Condo Building Supplies the Roofer

How to Properly Use a Fire Extinguisher



While the specifics may vary depending on the model you own, most fire extinguishers operate the same basic way. Stand six to eight feet away from the fire and remember to **PASS**:

P_{ULL}



1. Pull the pin at the top to break the tamper seal.

A_{IM}



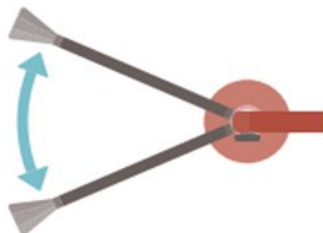
2. Aim the extinguisher low, pointing the nozzle at the base of the fire. Do not aim at the flames themselves.

S_{QUEEZE}



3. Squeeze the handle to release the extinguishing agent.

S_{WEEP}
















4. Sweep the extinguisher from side to side, continuing to aim at the base of the fire until it appears to be out.

OFFICE MAP:

LOCATIONS OF FIRE EXITS, FIRE EXTINGUISHERS AND FIRST AID KIT

SUITE 400 – CRAWFORD SMITH & SWALLOW LLP:

STC Office Map As Of: January 2025									
Matt Swindley (Tax Partner)		Empty Cubicle	Empty Cubicle	Accessible Washroom		   		Fire Extinguisher First Aid Kit Fire Escape Fire Alarm	
Praneeth Assiriyage									
Kevin Schweyer		Photocopier (Canon iR6555)	Empty Cubicle		Men's Washroom	Women's Washroom		Stairs 	
Board Room #3		Board Room #2							
Julia May (Reception) Mailing / Supplies		Lobby / Front Door		Elevator					
				Elevator					
Bill Rickers (Tax Partner)		Main Board Room #1						Stairs 	
									
Patrick Wojcik (Tax Partner/Office Manager & EQCR)			Server Room	Empty Office	Kashif Minhas	Theresa Hill (Admin)	Kitchen / Back Door		
							Photocopier (Canon iR-ADV6255/6265)		Storage Room
		Sam Bowie (Scrutiny)	Kamil (Kam) Grzegorzcyk	Empty Office	Jennifer Bailey & Susanne Macmahon	Joanne Ricketts	Empty Office	Ethan Maletta (Co-op Student) James Mamac (Co-op Student)	Feby Jose Kate Hou

EMERGENCY PROCEDURES FOR ALL OCCUPANTS

FIRE/EXPLOSION

Upon discovery of fire or smoke:

- REMAIN CALM
- Leave affected area immediately, alerting your coworkers
- Close all doors behind you
- Alert reception so they can call 911 and use the Voice Communication system to alert other staff members
- Leave the building using the nearest exit

Upon hearing the alarm:

- REMAIN CALM
- Alert reception
- Begin to evacuate immediately
- Close all doors behind you
- Follow instructions broadcast over the Voice Communication system

Fight the fire ONLY if:

- The Fire Department has been notified
- The fire is small and is not spreading to other areas
- Escaping the area is possible by backing up to the nearest exit
- The fire extinguisher is in working condition and personnel are trained to use it

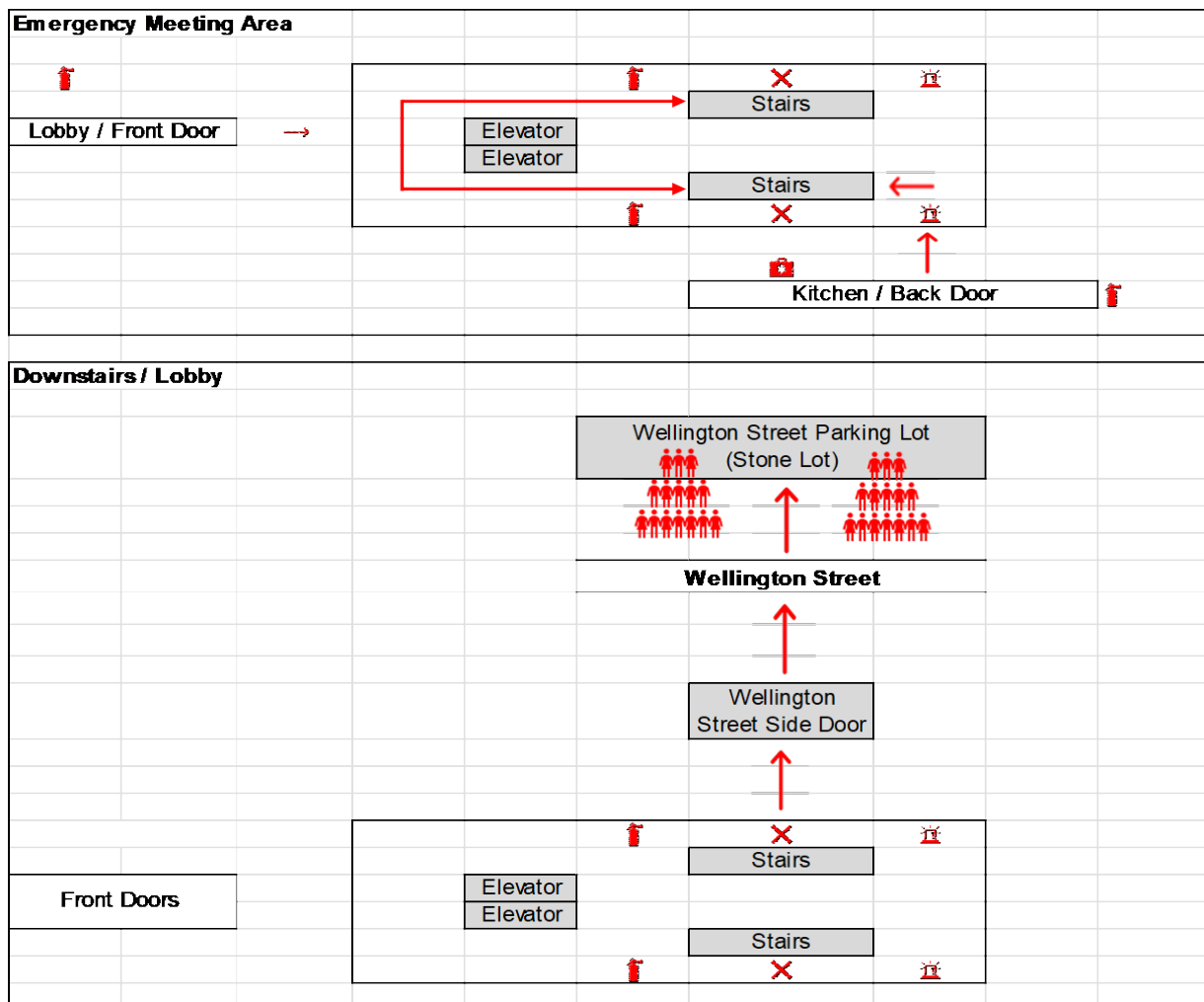
MEDICAL EMERGENCY

In the event of a medical emergency:

- Call 911
Provide the following information:
 - nature of the medical emergency
 - location of the emergency (address, incident location)
- Have someone alert Reception and retrieve the First Aid Kit
- Do not move the victim unless absolutely necessary
- Reception will call the personnel trained in CPR and First Aid to provide the required assistance prior to the arrival of the First Responders

EMPLOYEE MEETING AREA

In case of an emergency where evacuation of the building is necessary, all employees will move directly to the nearest/safest exit and proceed to the “meeting area” which is across the street across from our side doors on Wellington Street in front of the stone parking lot.



CIVIL UNREST/HUMAN THREAT

In the event of a threat of violence from outside:

- Ensure exterior doors are locked
- Alert reception so they can call 911 and use the Voice Communication system to alert other staff members
- Move away from windows and doors
- Follow instructions broadcast over the Voice Communication system
- Remain inside the building until deemed safe by law enforcement

In the event of a threat of violence inside the office:

A - If you witness a potential threat:

- Remain calm and discreetly alert a Emergency Coordinator.
- Provide details such as the location, description of the individual, and nature of the threat.
- Avoid escalating the situation by maintaining a non-confrontational demeanor.

B. If there is an active threat:

1. Run:

- Evacuate the building immediately if it is safe to do so.
- Leave belongings behind.
- Warn others along your escape route.

2. Hide:

- If evacuation is not possible, find a secure location out of the attacker's view.
- Lock and barricade doors, turn off lights, silence electronic devices, and stay quiet.
- Do not open the door until law enforcement confirms it is safe.

C. Reporting:

- Call 911 when it is safe, providing clear details about the situation.