CONDITIONS FOR CONTRACTORS AND THEIR EMPLOYEES WHILE WORKING AT RED DEER COLLEGE

Red Deer College
Occupational Health and Safety

Introduction

This safe work agreement is consistent with, and supplemental to, federal and provincial statutes, regulations and codes governing Occupational Health, Safety and Environment rules and working procedures in the workplace. These operational requirements and guidelines for Contractors and their employees also apply to all workers employed at Red Deer College.

Documents that relate to health and safety regulations include, but are not limited to the following:

- Alberta's Occupational Health, Safety Act RSA 19980, and the General Safety Regulations,
- Alberta's Environmental Protection and Enhancement Act,
- The Canada Labour Code,
- Canadian Standards Association, " Canadian Electric Code"
- Canadian Standards Association "Canadian Gas Code",
- National Research Council of Canada, "National Building Code",
- National Research Council of Canada, "National Fire Code",
- Boilers and Pressure Vessel Act, RSA 1980 c.B-8,
- Worker's Compensation Act RSA 1981,
- Working Alone

Safe Work Agreement

A Safe Work Agreement is a signed agreement by the Contractor before the start of any work on campus that involves the use of the following:

- Harmful substances or explosive devices
- Confined space entry
- Hot work in the vicinity of flammables or explosives
- Work in the vicinity of overhead power lines
- Other hazardous work

The Contractor is responsible for reviewing and submitting the Safe Work Agreement to the College Representative. A copy will be forwarded to the Health Safety and Wellness Centre.

Contractor's Responsibilities

1. WCB Requirements

Before contractors and subcontractors are permitted to work at RDC, they must present proof of good standing with the Workers Compensation Board (WCB). Status of good standing must be maintained for the duration of the contract. To verify account status, send an email to doug.huskins@rdc.ab.ca. or go to the WCB website: http://www.wcb.ab.ca . Click on "On Line Services" and "Clearances" to access the Direct Employer Clearance Certificates (DECC)].

2. Right to Refuse Work / Obligations

All contractors working at RDC have the right to refuse to work due to a health, safety or environmental hazards without the fear of reprisals. See OH&S Act - Section II.

3. Contractor's Safety Program

The Contractor shall actively promote safe working performance on the part of their employees and shall participate in activities to provide a safe working environment. It is expected that each contractor will also maintain their own safety program to best suit its particular needs. Contractors may be required to produce a copy of their health and safety program manual and any certificates of recognition for safety performance.

4. Reporting Accidents / Near Misses

All incidents must be reported to the Health Safety and Wellness Centre immediately. An incident is any actual accident or a near miss accident that has or could have resulted in harm to people, property, material or the environment. All incidents will be documented on the Campus Management incident reporting and investigation report with a copy kept at the site by the Health Safety and Wellness Centre and the Contractor.

5. Incident Investigations

Occupational Health and Safety Committee members and the Contractor that experienced the incident shall jointly investigate all incidents at the time of the occurrence. In the case of a fatality, the site shall not be disturbed except to assist injured worker(s) or prevent further injury to other workers. All applicable government agencies are to be notified.

6. Unsafe Conditions or Practices

The Contractor shall correct and report any unsafe conditions or practices observed. All related work shall cease until such conditions or practices are remedied or controlled. All such reports will be made to the Health Safety and Wellness Centre as soon as practical.

7. Safety Planning / Pre-Job Hazard Assessments

Contractors are to conduct pre-job hazard assessments to ensure that hazards are effectively controlled. All hazard assessments are to be effectively communicated to any worker who may be exposed to those hazards. Contractors are to maintain

continuous safety planning and training to cover jobs where circumstances have changed and new hazards require new controls.

8. Safety Meetings

In addition to the safety orientation meetings, the Prime Contractor shall hold a tailgate (toolbox) meeting weekly or more frequently as necessary, with all workers on the site to review significant incidents and communicate specific hazards. The safety meetings shall be tailored to maintain the worker's safety awareness and knowledge at the necessary level to support safe work habits.

The Prime Contractor shall conduct the tailgate meetings and maintain a record of all topics covered with a list of those in attendance and their signatures.

9. Training

Workers must be trained in safe work practices. Depending on the type of work to be performed and the location, training may include WHMIS, TDG, CPR, First Aid, Confined Space Entry procedures, Lock Out / Tag Out procedures, respiratory protection or other work related training. Contractors shall provide proof of training of employee's qualifications to the College Safety Representative or the Health Safety and Wellness Centre on request.

An employee not trained or certified for that particular job must halt operations until certification / training has occurred or a trained / certified employee is brought in to complete the work. This does not apply to apprentices who are under direct supervision of a journeyman.

10. Emergency Preparedness Plans

The Prime Contractor must prepare a written, comprehensive, emergency plan for potential major incidents for each worksite or, as applicable, adhere to the RDC site plans. Examples include fire explosions, worksite injuries, environmental release, etc. The key personnel emergency contacts and equipment needed to carry out the plan are to be identified. These individuals are to have a thorough knowledge of the plans and their responsibilities.

The Emergency Plan shall be posted in the workplace and must address the following as a minimum:

- Safe shutdown of all worksite activities
- Detailed instructions for notifications including phone numbers
- Gathering points for evacuation
- Communication link for emergency purposes

11. Chemical Spills

Provide a copy of the company Spill Clean Up procedure if applicable. If a Contractor has a chemical spill while performing operations at the worksite they must immediately secure the area (seal the drains, etc.), warn bystanders of the situation, attempt to clear the area of all personnel, and contact Campus Management.

12. Fire Evacuation Procedure

The contractor shall take all necessary precautions to prevent fires and shall provide, maintain and regularly inspect the required fire extinguishers**.**

See the attached Red Deer College Emergency Procedures.

Worker's Responsibilities

Workers shall report to work in proper condition to perform their job in a safe and competent manner. No worker shall enter the work site under the influence of alcohol or illicit narcotics and use of such item on the site shall be the course for immediate and permanent removal from the work site. Personnel shall not report for work while taking any prescribed drugs that may impair their ability to perform their tasks safely and efficiently.

Each worker shall observe and follow all work directives and procedures required for the tasks assigned (whether given orally or in writing) for their own protection, for the safety of fellow workers, or for the well being of members of the public that may be affected.

1. Respirator Guidelines

Where it is impractical to remove harmful quantities of dust, fumes, vapour or gases, workers shall use suitable respiratory equipment

The contractor is to provide proof of annual fit testing when the task requires the use of a respirator.

Workers required to wear a respirator as part of the job functions will be required to be clean shaven at all times and be fit tested annually.

2. Safety footwear

The safety footwear guidelines apply to all workers, contractors and visitor to the work site. Footwear shall be CSA Z1955 approved safety footwear (green triangle label).

3. Hearing Protection

When a worker is exposed to a noise of 85db or more, adequate hearing protection shall be worn. As a safe rule of thumb: if you have to raise your voice to be heard, you require hearing protection.

4. Welding

Workers should wear natural fibre (wool, cotton, etc) clothing. Synthetic varieties of clothing, namely polyester, acetate or acrylic fibre or blends of these with cotton or wool many increase the severity of an injury involving heat. The intense radiant heat of an arc flash may cause this type of clothing to melt or burn. Clothing shall be selected to provide protection from inclement weather as well as sparks or particles accelerated by cutting / grinding operations.

5. Clothing
Workers shall wear clothing that is suitable and appropriate for their jobs. The minimum standard of clothing is long leg pants and short sleeve shirts. Trousers with cuffs are not recommended, as the cuffs are frequent tripping hazards. Garments should not be torn, ragged or loose, they should fit snuggly.

SAFE WORK PRACTICES
The following safe work practices and procedures, while being specific in nature are not to be considered as a complete safety program. They are indicative of the level of safety involvement in the work being performed.

1. Housekeeping
Access and egress to all exits, fire and safety equipment, and to work areas must be kept clear of obstructions at all times. Special attention must be given to maintaining clear walkways, removal of trash, removal of slopping and tripping hazards, and proper storage of materials. Oily or chemical soaked rags must be disposed of in a sealed metal container.

2. Lock Out/Tag Equipment
When performing maintenance or repair work on equipment, an approved lockout device must be used in conjunction with other blocking devices as necessary to ensure that all equipment is in a state of zero energy. All equipment shall be locked and tagged in accordance with a Code of Practise applicable Provincial Government Occupational Health and Safety requirements and Workers' Compensation Board regulations. No equipment shall be operated without all guards in place and functioning properly.

Maintenance work on operating machinery, equipment or hazardous energy source shall not be performed unless there is no hazard presented to workers while doing the work or the hazards are controlled. When it is essential to the process that the machinery or equipment remain in operation, only that part of the machine or equipment that is essential to the process shall be operating, all other parts which can present a hazard to the worker shall be locked out.

Locks used in Lock Out procedures shall be marked to identify the worker or station whose lock it is and be operable only by that worker's key. Lockouts are not to be used for any other purpose than locking out equipment. Only the worker who originally locked out the system shall remove lockout locks. Master keys shall only be used to remove lockout locks in an emergency.

3. Confined Space
Entry by a worker into any confined space (e.g. piping, dry wells, boilers, etc.) shall be under the control of a suitable site specific procedure-Code of Practise, meeting all legislated requirements for testing, ventilation, recording of test data, and personnel protection. The contractor's safety representative is responsible for ensuring that all necessary tests and protective measures are implemented. Where there is a potential for exposure to a toxic or oxygen deficient atmosphere, approved respiratory protection will be worn.

Sight or smell cannot always detect dangerous gases or oxygen deficiency, and areas that may contain a harmful atmosphere must be properly tested. All areas found to be dangerous to personnel must be ventilated immediately and checked with suitable gas detection equipment to ensure it is safe to work before work is started or resumed.

4. Guardrails and Barricades

The contractor is to provide all signs, barriers, fencing, flag person, etc. necessary to protect workers and the general public from injury. Barricades at public areas (e.g. road crossings) are to have flashing lights during hours of darkness. Suitable fencing must be installed where a work area is accessible to the general public.

All work areas, walkways, platforms, etc. which are elevated one meter or more, whether permanent or temporary are to be enclosed by a approved guardrail (with an upper and intermediate rail and a toe board) and are to provide safe, sturdy working surfaces. All floor openings must have a secure railing or cover.

5. Excavations and Trenching

All excavation and trenching work practices must conform to the applicable OH&S regulations. Excavations greater than 1.5 meters deep must be properly supported or sloped, and have necessary access ladders, prior to entry, and any excavation must be barricaded and roped off before being left vacant at any time.

6. Overhead Work

Approved warning signs, barriers and guards shall be used where hazards exist due to moving machinery, excavations, overhead work or exposed energized parts.

The areas below overhead work shall be suitably barricaded to protect workers on the work site. Signs reading "**Danger Overhead Work**" (or equivalent) shall be conspicuously posted. A safety watch shall be stationed to warn persons in the vicinity of the danger.

7. Scaffolding and Platforms

All scaffolds must be constructed in accordance with the applicable legislated requirements and be erected by a competent worker. Vertical supports must be plumb and must rest on a firm surface or sill. Working surfaces must be horizontal secured against movement with a maximum span of 3 meters. The maximum height allowed is three times the minimum base width of the scaffold unless auxiliary supports are secured.

Upper and intermediate guardrails as well as toe boards are required on all open sides for all scaffolds above three meters. Rolling scaffold must be used on a smooth, level surface and is not to be occupied when moved. The built-in scaffold ladder is the only accepted means of access and egress. Any worker more than three meters above grade, on a scaffold, not protected by a proper guard rail, shall wear suitable fall protection equipment.

8. Fall Protection

Approved fall protection shall be supplied by the contractor and worn properly by all workers exposed to the hazard of falling more than three (3) meters. The protection provided shall ensure that the worker cannot fall more than 1.5 meters. Ensure there are substantial anchor points as required by legislation.

9. Ladders

Ladders shall be supplied and used in accordance with all legislated requirements. Ladders with broken or weakened steps or supports are not to be used. All ladders in use are to be equipped with the proper safety feet to suit the job. “Site-built" ladders shall not be used.

When using portable ladders, the following rules shall apply:

a. The ladder should be placed with its base one quarter of the working length away from the point, directly below the upper contact point of the ladder.
b. Under no circumstances shall a worker stand on a ladder above the upper contact point with the structure.
c. The ladder must be placed on a firm dry surface and tied off at the top or a second worker is to be at the base of the ladder to prevent it from slipping.
d. Electricians working on potentially live electrical equipment must use a dry wooden or fiberglass ladder.

10. Portable Heaters

Portable heaters may only be installed, ignited or serviced by competent workers, in accordance with the manufactures’ instructions. All heaters must be approved for the service for which they are being used. There must be adequate ventilation to prevent a buildup of fumes, and all flammables must be removed from the immediate area around the heater. Licensed personnel shall do repairs and maintenance beyond refueling and cleaning to the unit.

11. Compressed Air Hoses

Compressed air must not be used for cleaning workers or worker’s clothing. Air hoses are to be properly secured to prevent accidental disconnection. Proper safety nozzles and PPE must be used and the area suitably isolated for the blowing off of equipment or floors. Workers must be made aware of the hazards associated with compressed air.

12. Manual Handling and Lifting of Material

Wherever practical, mechanical lifting devices shall be used to assist in the handling of material in excess of 15 KG (approximately 33 lbs.). The contractor shall ensure that all workers, required to perform manual lifting tasks, receive proper instruction on back care, and lifting methods and shall set reasonable limits on the manual material handling allowed.

Suitable gloves are to worn by workers handling materials when contact may be made with sharp edges, abrasive surfaces, slivers, caustics, acids, etc.

HAZARDOUS MATERIALS

1. Compressed Gas Cylinders

Compressed gas cylinders shall always be handled as if they are full. Cylinders shall not be dropped or permitted to bump together during transportation. If the valve stem is hit, or suspected of being hit, the cylinder shall be taken out of service and reported to the Contractor Supervisor. Cylinders shall be kept upright and strapped or securely chained. Cylinders shall not be stored or placed near excessive heat. Safety rupture devices shall not be tampered with.

When welding or cutting, sparks, molten metal or electric currents shall not be allowed to come in contact with the cylinders or attachments. Check valves and flash back arrestors shall be used in all oxy fuel systems. Oxygen shall never be used as a substitute for compressed air.

All compressed gas cylinders must be returned promptly to a suitable storage area after use. Storage areas must be located away from the general traffic paths and not adjacent to vehicle paths. Cylinder storage areas are to be divided into areas marked as “Full” or “Empty”. Appropriate measures must be taken to separate cylinders containing substances, which if mixed, could produce an explosive hazard.

Whenever a cylinder is empty, the valve shall be closed tightly and the protective cap replaced. Cylinders shall be tagged as “empty” and the empty cylinder returned to the supplier as soon as is possible. When not in use, cylinders valves are to be closed and the connecting hoses depressurized. Cylinders must have the protective cap in place during transport or whenever they are not in use. Cylinders may only be hoisted when enclosed in an appropriate box or cradle within which they are securely fastened. When the box or cradle is suitably designed, up to two cylinders may be lifted at one time.

2. Asbestos

No asbestos removal work is to be performed except by certified asbestos abatement workers.

Prior to any work being performed on any material suspected to contain asbestos, contact a College Safety Representative to verify the presence or absence of asbestos. Workers are required to report any damage to asbestos containing material to their supervisor and to a College Safety Representative.

3. Lead Based Paints and Coverings

No lead work is to be performed except by personnel experienced in lead abatement.

Prior to the disturbance of surfaces that are coated or painted, contact a College Safety Representative to verify the presence or absence of lead.

4. Mercury

Mercury clean up is to be performed only by personnel qualified and experienced in mercury cleanup.

In the event of a mercury spill, secure the area, evacuate personnel and contact a College Safety Representative who will arrange for the cleanup and removal of this hazardous substance.

5. Mould

No mould work is to be performed except by personnel qualified and experienced in mould remediation.

With sufficient water accumulation, mould can grow anywhere on some common building finished such as ceiling tile, drywall, paper products, wood products as well as carpet. Physical signs of potential mould growth are staining, water damage, odours, etc. Workers will report suspected mould growth immediately to the Site Superintendent who will, in turn, contact a College Safety Representative.

6. PCB's

Fluorescent light fixtures manufactured in the 1970s have ballast which may contain PCBs. Ballast shall be removed from the fixtures, properly packaged and labeled and stored in a suitable location prior to pick up and disposal.

TOOLS AND EQUIPMENT

1. Equipment Inspections

Daily inspections of heavy equipment are to be completed by personnel familiar with that equipment. Deficiencies are to be corrected or the equipment taken out of service if there is sufficient risk of causing injuries to people, harm to the environment or damage to the equipment or RDC property. All manufacturers' recommendations, applicable standards or regulations are to be followed for equipment maintenance and inspection.

2. Tool Usage

Appropriate personal protective equipment must be worn at all times when using any tools. All tools / equipment provided by the contractor must meet legislated health and safety standards. Equipment must be installed and operated in accordance with the manufacturer's instructions, with special attention to provision regarding fire protection, electrical grounding and other safeguards. No tools / equipment shall be operated without all safety guards and devices in place and functioning properly. All contractor equipment must be maintained in a safe operating condition, with a documented scheduled maintenance program.

2.1 Hand Tools

Contractors and their employees must ensure that the tools used on the job are appropriate for that job. Tools shall only be used to perform the job they were designed

to handle and must be maintained in good condition. Defective tools must NOT be used.

2.2 Power Tools

Only CSA approved properly grounded electrical tools with three pronged plugs or double insulated tools shall be used. Switch lock-on devices are not allowed on any electrical or air powered hand tools. Electrical tools operating at greater than 32 volts may only be used in damp or wet locations if protected by a ‘’Ground Fault Circuit Interrupter”.

2.3 Explosion Activated Tools (EAT)

Explosive actuated tools shall meet all requirements of CSA Standard Z166-1975 and shall only be operated by competent operators, authorized by the contractor, and subject to all requirements of a safe work agreement.

3. Ropes, Chains and Cables

A competent worker shall inspect all wire ropes, chains, or slings prior to using them to perform any lift. If such equipment is worn, frayed, twisted or showing any other signs of damage, or weakness, it shall not be used. Defective equipment must be returned for repair or disposal. The supervisor must be notified and he shall take proper steps to ensure that the defective item is not used.

4. Lifting / Rigging Equipment

The contractor is responsible to ensure that any lifting device is operated only by a competent, authorized worker. Prior to performing any lift, the operator shall determine the weight of the object being lifted, and ensure that the cables, lifting device, and any slings, wire ropes, chains, etc., used in the lift are of a sufficient strength to support the weight of the load.

No worker shall allow any part of their body to extend under any load being handled by a crane or other lifting device. Tag lines shall be used where necessary to guide the load.

If any equipment is to work within 7m of any power line, contact the Power Company to determine the voltage so that a safe approach limit can be determined.

5. Mobile / Heavy Equipment

Only competent authorized personnel are to operate mobile equipment. Operators shall inspect the equipment immediately prior to use and shall verify that it is in good condition before starting work. Each piece of equipment must be furnished with a suitable fire extinguisher. Enclosures or other additions must not block the operator’s view and are to be fitted in such a way as to prevent a person, other than the operator, from entering between the enclosure and the vehicle. Whenever practicable, rollover protection and seatbelts must be provided. Seatbelts must be worn in vehicles with rollover protection.

Movement of mobile equipment operating in the vicinity of workers and power lines must be limited according to legislated procedures which require the use of a designated signaler where the operator's visibility is limited, and as necessary to control other hazards. Vehicles are to travel no faster than a walking pace (6 km/h) when in the vicinity of other workers. These procedures must be regularly reviewed at safety meetings.

Employees will not use the buckets of tractors or the forks of the forklifts for lifting or carrying workers on the work site unless these vehicles are manufactured for such use. Operators will ensure that any load carried is properly secured and the appropriate identification / markings are placed on the vehicle (placards, flashing lights). Elevated work platforms (i.e. air ladders, Genie lifts) shall only be operated by competent, trained individuals who shall ensure that they do not exceed the units hoist weight ratio.

Back up alarms are mandatory on all mobile equipment.

6. Vehicles

All contractors' vehicles on the work site must have the proper insurance and must be in safe operating condition. They shall be operated in a safe manner and at a speed suited to the terrain and weather conditions. All posted speed limits shall be observed.

Parking is restricted to authorized areas only on the RDC Campus. Prior to commencing work, contractors shall contact the Information Desk located at the main entrance and obtain parking permits for vehicles and identification tags for each employee.

6.1 Refueling

Mobile equipment is to be refueled after the ignition is turned off in an area that is isolated from the general work area and from any source of ignition. **Do not** use a radio or cell phone when refueling. **"No smoking"** and **"Turn Off Ignition"** signs should be posted.

Adequate fire protection equipment and proper fuel containers must be available in the refueling area.

7. Transportation of Dangerous Goods (TDG)

The Contractor shall provide proof of TDG training to a College Safety Representative prior to shipments covered by the TDG regulations arrive on campus. Failure to provide proof of training will result in shipments covered under the TDG regulations being turned away from the campus.

8. Hazardous Waste

Any hazardous waste produced as a result of the work performed by the employees will be properly disposed of according to both government regulations. Any hazardous waste collected shall be properly packaged and labeled and stored in a suitable location prior to pick up and disposal.

Summary

Red Deer College expects the full co-operation of Contractors and all Contractor personnel in maintaining a safe work site and in adhering to all Red Deer College safety regulations. Disregard of the regulations will not be tolerated on the Red Deer College work site.

Should you have any questions regarding the meaning or interpretation of these conditions or the Safe Work Agreement, consult with the College Safety Representative.

RED DEER COLLEGE EMERGENCY PROCEDURES

Know: Closest Fire Pull Box and Closest Fire Exit
24 Hour College Emergency Line: 343-4000 or 4000 (internal phone)

REGULAR HOURS:
IN CASE OF FIRE ALARM:

Wings 1400, 2400, 1600, 2600, 1402, Day Care Centre, Margaret Parsons Theatre, Lower Level, Library Information Common and Arts Centre Main Stage **evacuate immediately** outside or as directed by your Instructor or Emergency Response Team (Johnson Controls, Campus Management or Commissionaires). As, these areas are located very near to the chemistry department and storage of chemicals, we **DO NOT** hesitate to clear this area.

Designated staff shall perform duties specific to area *(i.e. turn off gas, steam and all electrical appliances, including main shut-off valves where possible).*

In all other areas of the college, stand by your door and wait for instructions from the Emergency Response Team. If the Emergency Response Team does not arrive at your section, you are not in immediate danger. Wait for **"All Clear"** signal *(silence – 2 short rings – silence)* then resume activities.

MEDICAL EMERGENCIES:

In a critical situation (life threatening) call 9-911 or 4000 (College phone) or 911 (outside phone) and contact the Health, Safety and Wellness Centre, Room 901 at 342-3427. Identify yourself and provide your exact location (room number) and the problem/medical emergency. The casualty should not be moved by untrained personnel—except in a life threatening situation.

EVENINGS AND WEEKENDS:

4:30 pm to 8:00 am

1. Activate the fire alarm by using the pull box.
2. Call the Fire Department: 9-911 or 343-4000 (College phone), or 911 (outside phone).
3. ALL building occupants evacuate **IMMEDIATELY** through the closest outside exit. Ensure all windows and doors are closed. No re-entry into the area will be permitted until cleared by security.

UTILITY EMERGENCY – NATURAL GAS LEAK

If a natural gas leak is detected:

1. Evacuate immediate area as per **Fire Evacuation Procedure** with the following exceptions: leave everything as is and get out; do not operate switches or equipment (eg. light switches, phones, cell phones or other power sources) evacuate to outside and **No Smoking** at any time.

2. Call Emergency Services (911 or 9-911) and ATCO Gas Emergency Number: emergency response may activate Fire Alarm to facilitate evacuation.

IF YOU DISCOVER A FIRE:

Remember to REACT . . .

R emove those in immediate danger.
E nsure doors are shut.
A ctivate the fire alarm by pulling the pull box.
C all the Fire Department:

9-911 (College phone) or 911 (outside phone). Call College Security 4000 to assist and help direct emergency vehicles.

T ry to extinguish the fire if trained to do so.

EVACUATION PROCEDURES FOR PERSONS WITH DISABILITIES

A person with a disability is anyone with a permanent or temporary disability, who for whatever medical reason, is unable to evacuate a building via the stairwell.

***The Emergency Response Team* will** assist all building occupants to evacuate a building.

Telephone **CAMPUS SECURITY at 4000** and inform them of your exact location.

Individuals who are unable to evacuate directly outside should proceed to the nearest stairwell and wait on the stairwell landing.

Ask a friend or an assistant to stay with you.

If you have been unable to contact Campus Security, ask someone who is evacuating to inform Campus Security of your exact location. Fire rated stairwells are rated for two hours and persons waiting in the stairwell should be quite safe until evacuated. Don't allow yourself to be carried down the stairs by anyone other than the firemen.

Under no circumstances should elevators be used to evacuate people from a building during an emergency situation.