



Emergency Procedures

NORTH AND SOUTH BUILDING
EMERGENCY NUMBER IS **585-8160 OR**
8160 FROM CLOSEST HOUSE PHONE

FIRE EMERGENCY

IF YOU SEE FIRE OR SMOKE

- Leave the fire area immediately by the nearest exit.
- Close doors behind you.
- Activate the nearest fire alarm pull station.
- Leave building by nearest exit.

IN CASE OF FIRE ALARM

IF YOU HEAR A FIRE ALARM ALERT SIGNAL (SLOW BEEPING SOUND)

- Prepare to leave the building.
- Await instructions over the loud speakers (approximately one minute).

IF YOU HEAR A FIRE ALARM EVACUATION SIGNAL (FAST BEEPING SOUND)

- Leave the building via the nearest exit.
- Do not use elevators.
- If you encounter smoke in the stairway, use alternate exits.
- Once outside building, stay clear and do not return until declared safe to do so by the Fire Official.
- Do not attempt to remove vehicles from parking garage or loading docks.
- Follow instructions over loud speakers or from security staff.

Remain calm...Do not use elevators

IN CASE OF A MEDICAL EMERGENCY

- Dial emergency number for security office (585-8160/585-8360) or 8160/8360 from closest house phone.
- Give exact location.
- Give detailed information of the injury and the cause of the injury.
- Remain in contact with security until emergency personnel have arrived.

Our People are the Centre