

# **Emergency Procedures**

# NORTH AND SOUTH BUILDING EMERGENCY NUMBER IS (416) 585-8160 OR 8160 FROM CLOSEST HOUSE PHONE

# In case of 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 **(416) 585-8160** or **8160** 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.

#### FOR NON-EMERGENCY SITUATIONS PLEASE CALL (416) 585-8360 OR 8360

If you require additional support or an accommodation in the event of an emergency evacuation, please notify Security upon your arrival to the Centre at (416) 585-8360.