

Intervention stages

1st stage: Alert

30 chimes / minutes

Evacuation unit

- 1- Begin your respective duties.
- 2- Ensure all individuals on the floor gather at the designated meeting point.
- 3- Wait for further instructions.

2nd stage: Alarm

3 chimes... pause... 3 chimes

Evacuation unit

- 1- Evacuate your floor.
- 2- Close all doors behind you.
- 3- Once outside the building, gather at your designated meeting point.
- 4- Wait for further instructions from security before re-entering the building.

IF YOU ARE NOT ON YOUR RESPECTIVE FLOOR WHEN THE ALARM SOUNDS, REMAIN WHERE YOU ARE AND EVACUATE FOLLOWING NORMAL PROCEDURES.

MEETING POINT ONCE OUTSIDE THE BUILDING: _____

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MEETING POINT ONCE OUTSIDE THE BUILDING: _____

FLOOR WARDEN / SECTION CHIEF

Alert:

- 1- Don your arm band.
- 2- Ensure searchers have begun searching their respective zones.
- 3- Ensure evacuation monitors are at their posts.
- 4- Ensure people with restricted mobility are taken care of and gathered in front of north staircase #1 (green).
- 5- Gather all floor occupants and visitors at the designated meeting points (staircases 1 and 2).
- 6- Evaluate people's reaction/state. If anyone is panick stricken, pair them with someone to keep them calm and help them.
- 7- Evaluate the reaction/state of the evacuation unit members.
- 8- Informs security of all important information: number of people with restricted mobility, number of Aides, proplematic situations encountered
- 9- Wait for further instructions from security before evacuating.

Alarm:

- 1- Ensure everyone evacuates and that all people with restricted mobility and their Aides wait for firefighters north staircase #1 (green).
- 2- Ensure both staircases are used equally to evacuate people.
- 3- Evacuate by north staircase #1 (green) ONLY after everyone else has evacuated.
- 4- Once in the lobby, give security all information regarding your floor.
- 5- Exit the building and gather at your designated meeting point.
- 7- Ensure the entire floor has evacuated and instruct your colleagues to immediately make their way to the designated point in order to keep all evacuation routes clear and avoid any debris.

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MEETING POINT ONCE OUTSIDE THE BUILDING: _____

MONITOR

Alert: * IF THE FLOOR WARDEN IS UNAVAILABLE YOU ARE TO TAKE OVER FOR HIM.

- 1- Don your arm band
- 2- Ensure everyone gathers at the floors meeting point.
- 3- Instruct visitors to follow everyone else.
- 4- Help people with restricted mobility get to the north staircase #1 (green) meeting point.
- 5- Assist the floor warden in performing his duties.
- 6- Maintain order. If a person is panick stricken, pair them with a colleague to keep them calm.
- 7- Wait for further instructions from security.

Alarm:

- 1- Ensure the entire floor has evacuated.
 - 2- Ensure both staircases are used equally to evacuate people.
 - 3- Remain with people with restricted mobility and their Aides (by north staircase #1) if necessary.
- If there are people with restricted mobility on your floor, perform the following:**
- 5- Evacuate ONLY once the entire floor has evacuated.
 - 6- Exit the building and gather at you floor's designated meeting point.
 - 7- Instruct your colleagues to immediately make their way to the designated point in order to keep all evacuation routes clear and avoid any debris.
 - 8- Wait for further instructions before re-entering the building.

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SEARCHER

Alerte:

- 1- Don your arm band
- 2- Begin searching your designated zone.
- 3- Instruct any individual encountered during your search to immediately make their way to the meeting point.
- 4- Ensure any visitor and/or person with restricted mobility is brought to the meeting point.
- 5- Search all areas: washrooms, common areas, offices, storage rooms, closets, etc.
- 6- Close all doors behind you after your searches.
- 7- Inform the Floor Warden of any problematic situations after you complete searching your area.
- 8- Make your way to the meeting point and wait for further instructions to be given by security.

DESIGNATED SEARCH AREA: _____

Alarm:

- 1- Evacuate
- 2- Instruct people to evacuate one behind the other, successively and in a calm and orderly fashion not to hinder the work of the firefighters who will also be using the staircases.
- 3- Make your way to the floor's designated meeting point once outside the building.
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Intervention stages

1st stage: Alert

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Evacuation unit

- 1- Don your armband and locate the person with restricted mobility that has been assigned to you.
- 2- Gather in front of the North staircase (#1) and stay put until emergency service arrives or if you move to the next transfer floor if circumstances oblige. Warn security of your movement with the red fire phone.

2nd stage: Alarm

3 chimes... pause... 3 chimes

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- 2- Gather in front of the North staircase (#1) and stay put until emergency service arrives or if you move to the next transfer floor if circumstances oblige. Warn security of your movement with the red fire phone.

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AIDE TO PEOPLE WITH RESTRICTED MOBILITY

Alert:

- 1- Help people with restricted mobility to the meeting point (north staircase #1 (green)).
- 2- Never gather in the elevator lobbies or use the elevators to evacuate.
- 3- Remain with people with restricted mobility until firefighters arrive who then take charge.

* If you are located on the floor where the fire has broken out or if things are getting progressively worse (fire, smoke, etc.) :

- 1- Grab the red emergency telephone to call security and advise them of how many you are, the floor you are on, and the nature of the problem.
- 2- Help people with restricted mobility make their way into the staircase and make your way to the next floor below (never use the elevators).
- 3- Grab the red emergency telephone to call security and advise them of your new floor ONLY once everyone has safely been moved.

Alarm:

- 1- Remain at the meeting point (north staircase #1 (green)) until firefighters arrive..

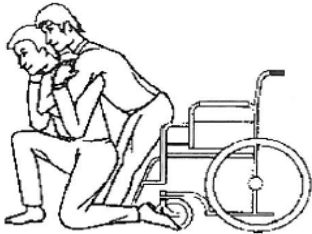


ILLUSTRATION #5



PEOPLE WITH RESTRICTED MOBILITY

Alert:

- 1- Have a colleague help you get to the meeting point.
- 2- Gather at the meeting point (north staircase #1 (green)).
- 3- Advise the Floor Warden of your presence.

* If you are located on the floor where the fire has broken out or if things are getting progressively worse (fire, smoke, etc.) make your way into the staircase and make your way to the next floor below.

IF YOU ARE NOT ON YOUR FLOOR WHEN THE ALERT SIGNAL SOUNDS, MAKE YOUR PRESENCE KNOWN AS QUICKLY AS POSSIBLE TO THE FLOOR WARDEN OF THE FLOOR YOU ARE CURRENTLY ON.

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EXIT SUPERVISOR

Alert:

- 1- Don your armband
- 2- Make your way to the exit you have been assigned.
- 3- Make sure the evacuation route is clear and safe to be used.
- 4- Ensure door knobs are cool and there is no smoke in the staircase.
- 5- Report all findings to the Floor Warden.
- 6- Instruct everyone to remain calm and wait for further instructions.
- 7- Advise everyone to leave any personal possessions or food behind. Advise anyone wearing high heels to remove them.

Alarm:

- 1- Open the door and ensure it remains open.
- 2- Advise everyone to evacuate calmly, one behind the other and successively.
- 3- Prevent anyone from re-entering the floor.
- 4- Intercept anyone attempting to evacuate with personal possessions or food and request they leave them behind.
- 5- Evacuate ONLY after everyone else has evacuated and close the door behind you.
- 6- Gather at your floor's designated meeting point once outside the building.

* If it is not safe for people with restricted mobility to stay behind and wait for firefighters, help the Aides to people with restricted mobility move them to the floor below before evacuating.

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