

EMERGENCY FIRE EVACUATION PROCEDURES 5160 Yonge St - Corporate Office

IF YOU DISCOVER SMOKE OR FIRE

- **Activate the fire alarm** by using the pull station located at the stairwell exits.
- **Follow** the same evacuation procedures as described below.

IF YOU HEAR THE ALARM

The building has a two-stage alarm system.

- Upon hearing the first stage alarm (intermittent ringing of the fire alarm bells at 20 beeps per minute) listen to the public announcement for further instructions and be prepared to evacuate.
- Upon hearing the second stage alarm (fast ringing of the fire alarm bells at 120 beeps per minute) OR if instructed over the PA system, leave the office, follow the emergency exit signs, gather at the nearest stairwell.
- **Do not use the elevators.**
- Wait for a Fire Warden to issue instructions. Do not talk. Instead, listen for further directions over the PA system.
- **If you require assistance to evacuate the building** wait at the door to the emergency stairwell (only if it is safe to do so), for assistance from Toronto Fire Services or the Building Response Team.
- If smoke is encountered in the stairwell, exit by an alternate stairwell. A Fire Warden will guide and instruct you.
- **Do not block** the entrance or exit to any door.
- **Keep driveway clear** for firefighters and emergency vehicles.
- **Once you have exited the building, proceed to the marshalling area.** (*Yonge Street level near the fountain in front of Mel Lastman Square.*).
- Wait with a Fire Warden for further instructions.
- **Do not return to the building until it is declared safe to do so.**