#### **EMERGENCY PROCEDURES • EMPLOYEE HANDBOOK**

#### **EMERGENCY EXIT INSTRUCTIONS**

Located on the corridor walls near the emergency stairwells and by the elevators are short form emergency instructions in the event of a fire. The instructions by the elevators also indicate the location of the nearest emergency stairwell relative to your location.

# ILLUMINATED EMERGENCY EXIT SIGNAGE

Emergency exit signs denoting direction of travel to an emergency stairwell or exit are suspended from the ceilings or mounted on the walls throughout the building. In the event of a power failure these signs remain illuminated. (For more information on power failures, refer to the section on the Emergency Power System)

#### **EMERGENCY POWER SYSTEM**

In the event of a power failure or interruption, an emergency power generator will start within 15 seconds. Emergency power will be provided to emergency lighting units, designated emergency elevators and emergency systems such as the public address system and the red emergency telephone system. The public address system and the red emergency telephone system are also linked to an emergency battery backup to ensure continuous operation should the emergency power generator malfunction.

## **EMERGENCY STAIRWELLS**

There are at least two (2) emergency exit stairwells on each occupied floor within a tower of the building. Occupants should be familiar with the location of the emergency stairwells and use the closest and safest emergency stairwell during an emergency evacuation.

### **FIRE HOSE CABINETS**

There are four (4) fire hose cabinets located on each floor – two at each end of the floor, on opposite sides of the central core. They contain a fire hose and a portable pressurized water fire extinguisher, the fire extinguisher may be employed by employees to extinguish a small fire such as in a waste paper basket provided the fire is not between them and the emergency exit. **Fire hoses should never be used by employees**.