

6. EVACUATION PROCEDURES

Introduction

The evacuation procedures for the Lester B. Pearson Building have been developed in accordance with national, provincial and municipal fire regulations and are congruent with the corresponding procedures in neighbouring federal government complexes.

The evacuation procedures are designed to ensure an orderly evacuation of all occupants of the Lester B. Pearson Building given any number of specific emergencies. The essential ingredient to ensure the safety of all occupants is conformity and quick response to direction.

For the purpose of an evacuation, only the emergency stairwells are to be used and you should **descend as quickly as possible**, exiting out onto the property surrounding the building. Move away from the building. This ensures the protection of those following behind.

In the event the building must be evacuated, the emergency bells will be activated. During regular working hours the voice communication system may be used to provide direction after the bells have sounded for the **first minute**.

Security

If time permits you are requested to secure classified and/or designated material prior to an evacuation. This task is normally accomplished at the onset of an alert signal. However in a life-threatening situation, your safety shall take precedence over all other priorities.

Upon returning to your work station, verify the location and status of classified/sensitive material that was in your possession prior to the evacuation. Apparent loss or compromise of such material shall be immediately reported to your immediate supervisor.

Methods of Evacuation

For the safety of all occupants in the Lester B. Pearson Building, there are **two distinct methods of evacuation**. During regular working days between the hours of 08:00 to 16:00 "PHASED Evacuation" is used. At all other times including weekends and holidays, "TOTAL Evacuation" is used.