

EVACUATION PROCEDURES

1. When the **alarm** signal sounds on your floor:
 - a. Cease all work and secure sensitive information if situation permits.
 - b. Evacuate immediately using the nearest stairwell and safe exit.
 - c. Move away from the building to a minimum distance of 100 metres.
 - d. Return to the building only when authorized by the Ottawa Fire Department or by the Chief Building Fire/Emergency Officer.

2. When the **alert** signal sounds on your floor:
 - a. Cease all work and secure sensitive information.
 - b. Gather up your outside clothing (if applicable).
 - c. Assemble near a public address system speaker and await instruction.
 - d. The electronic alert bell tone will sound for at least one minute before the public address system operators announce the cause of the alert and whether it is necessary for you to evacuate the building.

DO NOT USE ELEVATORS FOR EVACUATION PURPOSES