## **EMERGENCY PROCEDURES** • EMPLOYEE HANDBOOK

## SMOKE AND HEAT DETECTORS

Smoke and/or heat detectors are located within the mechanical shafts, electrical rooms and telephone rooms of the building. The activation of a smoke detector will cause an alarm signal on the floor affected and the floor immediately above and below. An alert signal will also sound throughout the rest of the building. (For more information on the alert/alarm signal, refer to the section on the Emergency Electronic Bell Tone System)

## **OVERHEAD WATER SPRINKLER SYSTEM**

The building is equipped with a pressurized water sprinkler system. You will note the sprinkler heads protruding from the ceiling. Activated by heat, the sprinkler head will discharge automatically a flow of water covering approximately a 2.5 metre (7 foot) radius. Never strike or attach Christmas decorations or bric-a-brac to a sprinkler head. Ensure that a 0.5 metre (18 inches) clearance is maintained below the sprinkler deflector to ensure unimpeded water flow.

## EMERGENCY ELECTRONIC BELL TONE SYSTEM (ALERT/ALARM SIGNAL)

An emergency electronic alert/alarm bell tone is broadcast over the public address system located throughout the building. Upon activation of a smoke detector, heat detector, water sprinkler flow valve, a manual pull station or the deliberate intervention of the operators within the Building Fire/Safety Control Centre, the electronic bell tone will sound warning occupants of a possible emergency. The bell tone indicates an **ALERT** or **ALARM** condition.

The electronic bell tone system in the building consists of two (2) distinct signals.

*First Stage* • ALERT Signal: During the alert signal the intermittent ringing of the bells will sound from the public address system at a rate of 20 beats per minute or one beat every three seconds, which means that all occupants on the floor should prepare to evacuate and follow the instructions announced over the public address system.

**Second Stage** • ALARM Signal: During the alarm signal the intermittent ringing of the bells will sound from the public address system at a rate of 120 beats per minute or two beats per second, which means that all occupants on the floor are to immediately evacuate to a minimum distance of 100 metres from the building.