

EVACUATION PROCEDURES

1. When the **alarm** signal sounds on your floor:
 - a) Cease **all** work.
 - 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 gather up your outside clothing (if applicable).
 - b) Assemble near a public address system speaker and await instruction.
 - c) 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

7. BOMB THREAT

Every bomb threat is taken seriously. In the event of a bomb threat or the discovery of a suspicious object, the **Responsible Building Authority** will assess the threat to the health and safety of building occupants and will decide whether or not to evacuate. You will be advised of the situation by the Public Address System.

Employee Responsibilities

It is each occupant's duty to perform a visual inspection of their workplace when requested. This search by occupants saves time and can save lives by relieving bomb-threat control teams from searching areas not familiar to them.