

The information provided must be updated whenever there is a change of work location, or the status of the initial condition.

Note: The Emergency Response Organization and monitors for personnel requiring special assistance are not on duty after normal working hours. In the event of an emergency, assistance cannot be provided.

IF YOU REQUIRE SPECIAL ASSISTANCE IN ANY EMERGENCY SITUATION

1. Unless prior arrangements have been made to have your monitors meet you at your work station, make your way to the elevator lobby of the floor you are on and address your needs to the Floor Fire Emergency Officer who will be present. The ERO personnel will not leave the floor until a complete and thorough check of the floor has been made to ensure **ALL** occupants have been evacuated. **Elevators will not be used to evacuate occupants.**
2. Once you reach the elevator lobby, you will receive instruction from the Floor Fire Emergency Officer or a designated ERO member.
3. If you are unable to reach the elevator lobby of your floor, obtain assistance from ERO personnel moving about the floor or co-workers in the immediate area. Contacting the Building Control Centre by means of a Red Emergency Telephone or by dialing the number 992-1150 will initiate a positive response for assistance.
4. **ONLY during Power Failures and Bomb Threats**, will an elevator be dispatched to assist mobility impaired persons in evacuating the building.
5. For the purpose of **planned evacuation drills**, mobility impaired persons are **not** compelled to evacuate however they should participate to the point of reporting to the elevator lobby of their floor with their assigned monitors.