EMERGENCY PROCEDURES • EMPLOYEE HANDBOOK

2. EMERGENCY SYSTEMS AND EQUIPMENT

The building is equipped with a wide range of emergency systems and equipment. Regular tests and verifications are carried out on each floor to ensure their dependability and the safety of all building occupants.

BUILDING FIRE/SAFETY CONTROL CENTRE

The Building Fire/Safety Control Centre is a restricted area located on the ground level of Tower B, in ISRG. It is accessible to authorized personnel only and is administered 24 hours daily by trained members of the Canadian Corps of Commissionaires detachment assigned to the building. The Building Fire/Safety Control Centre monitors all emergency related systems and is in direct contact with the City of Ottawa Fire Department should an emergency arise.

PUBLIC ADDRESS SYSTEM

The public address system is controlled from the Building Fire/Safety Control Centre. The system can be heard throughout the towers of the building including stairwells, lobbies, Skelton Lobby, conference centre, garage areas, cafeteria or may, if necessary, exclude specific areas. The system is used to direct emergency evacuations and/or broadcast announcements such as power failures, telephone failures and water shortages.

RED EMERGENCY TELEPHONE SYSTEM

Red emergency telephones are located on the corridor walls beside the emergency stairwell doors on each floor. The red emergency telephone system provides direct telephone communication with the Building Fire/Safety Control Centre. All occupants are encouraged to use these telephones to report emergency situations within the building.

NOTE: From the time the receiver is removed from its cradle, there is a five to eight second delay before the emergency telephone system is active.

MANUAL ALARM STATIONS

Manual alarm stations are located beside each emergency stairwell door and at identified emergency egress doors. Activating a manual alarm station will automatically sound the alert/alarm electronic bell tone throughout the building. (For more information on the alert/alarm signal, refer to the section on the Emergency Electronic Bell Tone System)