

5. EVACUATION PROCEDURES

INTRODUCTION

The evacuation procedures for the building have been developed in accordance with national, provincial and municipal fire regulations and are congruent with the corresponding procedures in neighbouring federal government complexes.

The evacuation procedures are designed to ensure an orderly evacuation of all occupants of the building given any number of specific emergencies. The essential ingredient to ensure the safety of all occupants is conformity and quick response to direction.

For the purpose of an evacuation, only the emergency stairwells are to be used. You should use the nearest emergency stairwell and **descend as quickly as possible**, exiting out onto the property surrounding the building. Move a minimum distance of 100 metres away from the building. This ensures the protection of those following behind.

In the event the building must be evacuated, the emergency electronic alarm system will be activated. During regular working hours the public address system will be used to provide direction after the electronic bell tone has sounded for the first minute.

SECURITY

If time permits you are requested to secure sensitive (classified and/or designated) material prior to an evacuation. This task is normally accomplished at the onset of an alert signal. However, in a life-threatening situation, your safety will take precedence over all other priorities.

Upon returning to your work station, verify the location and status of sensitive material that was in your possession before the evacuation. Apparent loss or compromise of such material should be reported immediately to your supervisor.

METHODS OF EVACUATION

For the safety of all occupants in the building, there are **two distinct methods of evacuation**. During regular working days between the hours of 0800 to 1600 a **Voice/Alarm Controlled Phased Evacuation** or for short "**PHASED Evacuation**" is used. At all other times including weekends and holidays, **Immediate Total Evacuation With Voice Support** or for short "**TOTAL Evacuation**" is used.