EMERGENCY PROCEDURES • EMPLOYEE HANDBOOK

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1. EMERGENCY RESPONSE ORGANIZATION

The **Director of the Security Operations and Personal Safety Division** (ISR) has been assigned the duties of **Responsible Building Authority** (**RBA**) for the Lester B. Pearson Building (LBPB). The RBA is responsible for the development and implementation of emergency response plans and procedures and has control over all building occupants during an emergency.

The Deputy Director, Headquarters Security Operations (ISRG) is the Chief Building Emergency Officer (CBEO). The CBEO with the D/CBEO directs the operations of the Fire/Emergency Response Organization (FERO) during an emergency.

FERO, comprised of volunteers from the various divisions within the building, is responsible for executing the established emergency response plans and procedures during an emergency. FERO members, who are called **Floor Emergency Officers (FEOs**), are responsible for all occupants on their respective floor(s) during an emergency.

FEOs are experienced in providing direction and emergency assistance when required. A list of emergency personnel assigned to your floor is posted adjacent to the emergency stairwells on your respective floor. You are encouraged to familiarize yourself with the names, locations and telephone numbers of FERO members on your floor. During an emergency FERO members may be identified by their distinctive yellow hard hats.

Should you be interested in volunteering your services as a member of the Fire/Emergency Response Organization, please contact a Floor Emergency Officer on your floor. You will be provided with the necessary training and equipment to perform your assigned duties.

NOTE: During fire and other emergencies the <u>normal chain of command is suspended</u>. Floor Emergency Officers (FEOs), under the direction of the Chief Building Emergency Officer (CBEO), will coordinate the evacuation of employees and visitors from their zones.