



• If you hear the alert signal (ringing of the bells at 20 beats per minute):

- listen to instructions over the emergency public address system; and
- prepare to evacuate when ordered to do so.

If you hear the alarm signal (bells ringing at 120 beats per minute):

- listen to and follow instructions given over the emergency public address system;
- when instructed, evacuate immediately using the nearest stairwell and clear the building to a minimum distance of 100 metres;
- do not attempt to remove your vehicle from the parking garage.

Mobility impaired personnel should await instructions and assistance from their FFEs as they are trained in First Aid, Fire and Emergency Procedures, the use of fire extinguishers, and emergency threat evacuation procedures.

Fire orders are posted in elevator lobbies and other strategic locations such as the entrances to towers. You should read them and familiarize yourself with the fire equipment location and evacuation routes to follow in the event of a fire emergency.

WHAT SHOULD I DO IF THERE IS A BOMB THREAT?

If a bomb threat is received or a suspicious object or package is found, do not handle the item. Contact the Control Centre immediately! It is important for you to report the incident in as much detail as possible so that appropriate decisions on any action can be taken.

For more detailed information, refer to the Emergency Procedures - Employee Handbook and to the RCMP brochure Bomb Threat Telephone Procedures. These publications are available at the entrances to the towers on the ground floor and main (first) floor levels.