

WHO ARE FLOOR FIRE EMERGENCY OFFICERS?

Each floor has a team of Floor Fire Emergency Officers (FFEO) who are able to provide direction and emergency assistance. A list of emergency personnel assigned to your floor is posted adjacent to the emergency stairwells on your respective floor. You should familiarize yourself with the names, locations and telephone numbers of the Officers on your floor. During an emergency, the Officers may be identified by their distinctive yellow hard hats.

WHAT SHOULD I DO IN AN EMERGENCY SITUATION?

In the event of a fire, a medical emergency, a bomb threat, crimes, disturbances, intrusions, building or equipment failures or disaster events, use a Red Emergency Telephone direct line to the Control Centre, or telephone the Control Centre at 992-1150, or use a Fire Alarm Pull Station.

WHAT IF I AM MOBILITY-IMPAIRED?

If you have a mobility or sensory impairment, or may be temporarily impaired because of an injury or medical problem, make yourself known to the person or persons who agree to be your personal monitor, the Floor Fire Emergency Officer (FFEO) in your area, and the Control Centre. If you do this, the Control Centre will be able to manage the situation safely. If you do not wish to disclose your condition, you should advise your FFEO that you may require assistance in the event of an emergency evacuation.

WHAT SHOULD I DO IF THERE IS A FIRE?

If you discover a fire, see smoke or smell gas:

- activate the nearest fire alarm;
- evacuate immediately using the nearest stairwell; and
- clear the building to a minimum distance of 100 metres (300 feet).