## **EMERGENCY PROCEDURES** • EMPLOYEE HANDBOOK

## 4. MOBILITY IMPAIRED PERSONS

## SPECIAL ASSISTANCE DURING EVACUATIONS

The Chief Building Emergency Officer maintains a register of persons requiring assistance during an emergency evacuation. The information is "PROTECTED" and serves only those who have a legitimate need to know. Special assistance can be provided to individuals who have a:

- a. permanent disabilities such as blindness or mobility impairment;
- b. medical condition such as cardiopulmonary disorders or spinal problems;
- c. temporary physical condition such as broken limbs or pregnancy.

If you require evacuation assistance, you must self identify with the Building Fire/Safety Control Centre and/or with a Floor Emergency Officer on your floor. You should provide:

a. your name;

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- b. floor and office location;
- c. the type and duration of your condition; and
- d. the type of assistance you require to evacuate the building.

The information provided must be updated whenever there is a change of work location, or the status of the initial condition.

## MONITORS

Two (2) monitors are to be designated and appointed for each mobility impaired person on the floor. Monitors and mobility impaired persons will be the last on the floor to be evacuated.

Note: The Fire/Emergency Response Organization and monitors for personnel requiring special assistance are normally on duty from 0800 to 1600 hours Monday to Friday (except on statutory holidays). Although monitors are not usually available outside these hours, assistance may be obtained by using the red emergency telephone or by contacting the Building Fire/Safety Control Centre at 992-1150 or 992-5452.