

FOREWORD

The Government's most valuable asset is its employees. The Department of Foreign Affairs and International Trade places the highest priority on the well-being of every building occupant. The effectiveness of this commitment is reliant upon the continuing support and participation of employees. Everyone has a role to play and it remains the responsibility of all employees to familiarize themselves with the established emergency procedures and to abide by them fully, should the need arise.

FIRE ORDERS

The fire orders, which have been developed in conjunction with the Ottawa Fire Department, Human Resources Development Canada and the departmental Joint Occupational Safety and Health Committee (JOSH), provide for the safety of all building occupants in the event of an emergency or practice evacuation.

The evacuation procedures have been prepared in accordance with the regulations as specified in the Treasury Board Manual, Canada Labour Code Part II and the Occupational Safety and Health Regulations Part XVII.

Occupants requiring special assistance during an emergency should refer to page 6 of this booklet for instructions.