

### IF YOU REQUIRE SPECIAL ASSISTANCE IN ANY EMERGENCY SITUATION

1. Unless prior arrangements have been made to have your monitors meet you at your work station, make your way to the elevator lobby of your floor and inform the Floor Emergency Officer (FEO) who will be present of your needs. FERO personnel will not leave the floor until a complete and thorough check of the floor has been made to ensure that **ALL** occupants have been evacuated. **Elevators will not be used** to evacuate occupants.
2. Once you reach the elevator lobby, you will receive instructions from the Floor Emergency Officer or a designated FERO member.
3. If you are unable to reach the elevator lobby of your floor, seek assistance from FERO personnel moving about the floor or co-workers in the immediate area or contact the Building Fire/Safety Control Centre by means of a red emergency telephone or by dialling 992-1150.
4. **ONLY during power failures and bomb threats** will an elevator be dispatched to assist mobility impaired persons in evacuating the building. **Elevators MUST NOT be used during a fire emergency.**
5. For the purpose of planned evacuation drills mobility impaired persons are not compelled to evacuate however they should participate to the point of reporting to the main lobby reception desk with their assigned monitors.