

- c) type and duration of condition; and
- d) type of assistance required 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.

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 calling the number 992-1150 or 992-5452.

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 the floor you are on and address your needs to the Floor Fire Emergency Officer who will be present. The FERRO personnel will not leave the floor until a complete and thorough check of the floor has been made to ensure **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 Fire Emergency Officer or a designated FERRO member.
3. If you are unable to reach the elevator lobby of your floor, obtain assistance from FERRO personnel moving about the floor or co-workers in the immediate area. Contacting the Building Fire/Safety Control Centre by means of a Red Emergency Telephone or by dialling the number 992-1150 will initiate a positive response for assistance.
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 elevator lobby of their floor with their assigned monitors.