

3. FIRST AID STATION

In the Lester B. Pearson Building a first aid room is located in the former Health Canada health unit at the entrance to the cafeteria. The first aid room is equipped in accordance with the requirements of the Treasury Board Manual, First-Aid Safety and Health Directive (Chapter 2-5). ISRG Building Control Centre, ground level Tower B, is also staffed by trained first aiders. This centre can be reached by calling 992-1150 or 992-5452 or directly by lifting the red emergency telephone located on each floor, adjacent to the stairwells.

When an employee requires the use of the first aid room, it is important that he or she be accompanied by someone from the area of work or by a qualified first aider. If assistance from the area of work is not readily available, the Commissionaire at the Front Reception Desk will be informed at the time of picking up the key to the first aid room. The Commissionaire will continue to attempt to contact someone in the employee's area of work while at the same time alerting Commissionaires in the area so that spot checks can be made. For access to the first aid room you can obtain the key from the front reception desk or by calling 992-1150 or 992-5452 prior to leaving the work area.

In case of major medical emergencies 8 + 911 should be called first and then the Building Fire/Safety Control Centre at 992-1150 or 992-5452 or by lifting the red emergency telephone.

First aid kits are located on each floor of the building near the red emergency telephone and they are checked and restocked on a regular basis. If you should find that the kit on your floor is not complete, please contact the Building Fire/Safety Control Centre at 992-1150.

4. MOBILITY IMPAIRED PERSONS

Special Assistance During Evacuations

The Chief Building Fire Emergency Officer maintains a register of persons requiring assistance during an emergency evacuation. The information is deemed "**PROTECTED**" and serves only those who have a legitimate need to know. Special assistance may be required for:

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

Employees requiring evacuation assistance must **self identify** with their respective Floor Fire Emergency Officer. They should provide:

- a) name;
- b) floor and location;