

FIRE EMERGENCY PROCEDURES FOR PEOPLE WITH SPECIAL NEEDS

“STAY CALM AND DO NOT USE ELEVATORS”

Upon discovery of fire:

1. Leave the fire area immediately, attract attention and ask for assistance if available.
2. Activate the fire alarm using the nearest pull station.
3. Evacuate the building using the nearest exit.
4. Call 911 and give the location of the building.
5. If you are on the 4th floor and cannot get down to the lower level to evacuate on your own, go to the Designated Evacuation Point at the north stairwell close to the main elevators:
 - a. Call security at (705) 560-6673 ext. 1010 or dial 911 and communicate your location. Blue telephones are available on the 1st, 2nd and 3rd floors by the main elevators and on the 4th floor at the evacuation point.
 - b. Wait for firefighters to come and get you.
6. Stay away from the building or go to the Safe Assembly Point under the direction of the Fire Services only.
7. Do not reenter the building unless Fire Services, Security or a member of the primary emergency team tell you it is safe to do so.

Upon hearing the alert signal:

1. Evacuate the building via the nearest fire exit, attract attention and ask for assistance if required.
2. If you are on the 4th floor and cannot get down to the lower level to evacuate on your own go to Designated Evacuation Point at the north stairs close to the main elevators.
 - a. Call 911 and communicate your location. Blue telephones are available on the 1st, 2nd and 3rd floors by the main elevators and on the 4th floor at the evacuation point.
 - b. Wait for firefighters to come and get you.
3. Stay away from the building or go to the safe assembly point under the direction of the Fire Services only.
4. Do not reenter the building unless Fire Services, Security or a member of the primary emergency team tell you it is safe to do so.