

Fire Evacuation

1. Automated announcements will not take place for 1 minute from the time the fire alarm starts. Do not phone 911. Building security will call 911, as well, the fire alarm system is monitored 24 hours a day, 7 days a week.
2. **Bell Tones**
 - 1st stage – 30 tones/strokes per minute
 - 2nd stage – 120 tones/strokes per minute
3. **1st Stage Partial Evacuation** – 30 tones/strokes per minute. The following procedures apply:
 - Fire Wardens will move to the elevator lobby in preparation for evacuation.
 - Listen carefully to all announcements.
 - Do not move between floors during an alarm as you may not know which floors are in danger. It is possible that the floor you intend to go to has been evacuated.
 - Any person wishing to leave may do so even if your floor has not been directed to, but you must make a full evacuation. Do not move between floors as directed above.
 - If instructed to evacuate the building, please follow 2nd stage procedures.
4. **2nd Stage Full Evacuation** – 120 tones/strokes per minute. The following procedures apply:
 - All personnel must evacuate.
 - Fire Wardens make certain mobility impaired persons are with their buddy/buddies and moved to the elevator lobby by the appropriate stairwell. Do not block stairwells.
 - Fire Wardens check and clear your area, storage areas and washrooms of personnel. Fire Wardens are last to leave the premises. Close all doors behind you after you check the rooms.
 - When evacuating, EVEN floors use south stairwell (by men's washroom). ODD floors use north stairwell (by women's washroom).
 - Fire Wardens will report mobility impaired persons position by using the fire phones or report them at the security desk in the main lobby or to the Evacuation Control Centre.
 - During evacuation, **no talking in the stairwells**. This allows everyone to hear the announcements.
 - The **use of cell phones (texting, etc.) is not permitted** unless for emergency purposes.
 - One Fire Warden or Assistant Fire Warden per floor/company reports to security with their floor and mobility impaired status.
 - Do not stop evacuation if the alarm stops, complete the evacuation.

5. Fire Wardens, in the case of a small fire on your floor, may use the fire extinguisher **ONLY** in pairs. If unable to contain the fire, use keys issued for the pull station located on your floor to put the building into 2nd stage alarm.
6. Wait for a verbal ALL CLEAR signal from Tillyard Management Inc. before allowing employees back into the building.

EVACUATION PROCEDURES AFTER NORMAL SECURITY HOURS

1. If there is a fire alarm after 11:00 p.m. weekdays, 24 hours on Saturdays, Sundays or Statutory Holidays follow the procedures listed below:
 - Evacuate your premises to the main floor lobby. Await for further instructions from fire department personnel.
 - Do not phone 911. The fire alarm panel is monitored 24 hours a day, seven days a week. The monitoring company will phone 911.
 - Take the stairs. Do not use elevators.
 - Remain evacuated until the fire department gives the “All Clear” announcement.

MOBILITY IMPAIRED PERSONNEL & “BUDDY(S)”

1. Mobility Impaired is personnel or guests who, for any reason, will have a problem negotiating multiple flights of stairs thus posing a hazard to them and/or others in the stairwell. The list could change on a daily basis and personnel should notify their Fire Warden any time their condition changes.
2. Buddy(s) are personnel that have volunteered to assist a mobility impaired person or have been selected by the mobility impaired person(s). Buddy(s) need to be capable of physically assisting this person to relocate to a different floor, if instructed. If a buddy is not available, the Fire Warden must either recruit someone or be the buddy for them. Buddy(s) give moral support and keep the mobility impaired person calm.
3. Fire officials will only remove mobility impaired persons from the elevator lobbies if it is determined that they are at risk;
4. The Fire Phone is only to be used to request assistance or to pass on pertinent information. The Fire Phone has no dial tone, it connects automatically to the alarm panel. Wait on the line until it is answered. This may take some time as all 32 floors are connected to this one line.