

EMERGENCY EVACUATION PROCEDURE

Accessible Formats are provided upon request

Information is provided:

1. To employees on the first day of orientation
2. To the public in accordance to the Customer Services Standards
3. Leads Web site: www.leadsservices.com
4. Emergency Evacuation Step by Step Guide posted at each work station
5. Emergency Evacuation Step by Step Guide and locations of Emergency Rooms & Fire Alarm Stations (map) are posted on the back of every door at Leads

Procedure:

The person that discovers the fire or emergency is to report to reception (the front desk of Leads) with the information of where the fire or emergency is and if anyone is trapped by the fire or emergency.

Reception will take charge of the situation in the absence of a manager or a Health and Safety member.

After office hours or in the absence of the reception any Leads' staff will take charge and follow the direction below:

1. Pull one of the red Fire Alarm Station tabs located beside the stairwells
2. Call 911 and tell them the fire alarm has sounded or what the emergency is. Between 5p.m. to 7 a.m., the Operator must be informed that access to the building must require a Security Chubb Card or contact Sifton Security at 519-434-1035. In the event that access is not possible, they will need to access from the windows of Emergency Offices #9, 14 & 33. Provide the location and note that there will be an Emergency Help sign up to assist them with locating the offices.
3. Report if there is anyone trapped by the fire or emergency.
4. Provide a call back number.
5. Make an announcement over intercom:
Press PAGE button – (before you pick up the receiver of the phone); PAGE button is located on the left hand side row of buttons on the phone – 6th button from the top of phone. Announce:
“Everyone must leave the building immediately via the stairwell and gather in front of the London Club*: the building immediately to the east of Leads building. Anyone requiring assistance should come to the reception area. If you need assistance leaving your office call reception at 221 immediately”
*In the event that the building is unsafe, gather at St. Paul's Cathedral entrance on Richmond St., across from Leads' building
6. Anyone needing assistance is taken to one of the designated Emergency Offices # 9, #14, or #33. Map to locate these rooms is posted on the back of all Leads' doors. Each of these rooms has a large window space to display the **“Emergency Help”** sign located in each of these offices on the window sill. Close the office door and block the bottom of the door to prevent smoke coming into the room if needed.
7. The Designated Staff that is to support employees who require accommodation will follow through with each individual's emergency response plan as set out in their **“Consent Form to Release Information Regarding Workplace Emergency Response Information”**.
8. Designate a staff member to inform the fire department that there is someone waiting on the 4th floor for assistance and provide the map of Leads' Emergency Offices.
9. Tour the entire 4th floor offices including all washrooms to ensure everyone has left the floor and those who require assistance remained in the Emergency Offices.
10. Lock front door, if there is no one requiring assistance, and evacuate from the building.
11. Follow up to ensure that the fire official has been informed if there is someone on the 4th floor requiring assistance, provide the floor and location of the Emergency Offices.