

Fire Evacuation Procedures

In the event of a fire alarm, **ALL individuals, including employees, visitors, volunteers and clients** who are present in the 4211 Yonge Street office are to evacuate the building and proceed to the nearest stairwell, according to their Zone. All individuals should follow the following procedures for fire evacuation:

- Stop what you are doing and proceed to the designated stairwell in an orderly and safe manner.
- Close any open doors on your way out.
- Please lend a hand to anyone who may require assistance.
- Designated Fire Wardens will be present to assist.
- All staff, visitors, volunteers and clients shall proceed to **the roundabout at the end of William Carson Crescent. Follow the street down past the fire station.**
- Please remain together with your Fire Warden, until it has declared safe to go back in.

Designated Emergency Exits:

- Those staff located in **Zone 1 (IT, Client Services Offices, Managers Offices, IT Office, and Work Stations)** please exit using the East Stairs.
- Those staff located in **Zone 2 (Transportation, Volunteers, HR Offices, Payroll, Director Offices, and Meeting Room B)** please exit using the kitchen entrance to the hall stairs.
- Those staff located in **Zone 3 (Finance, Administration, CEO, Board Rooms, Reception, Mail Room, PPE Supply Room, and Boardroom B)** please exit using the reception doors or storage room fire exit to hall stairs.
- If you are unable to leave the building due to physical limitation, please go to the “Shelter in Place” in **Board Room A & B**. This room is accessible for the Fire Department should a rescue be required.