

Emergency	First Action	Second Action	Third Action	Fourth Action	Fifth Action
Fire Alarm Alert Tone	Fire Wardens stand by to evacuate the floor.				
Fire Alarm Evacuation Tone	Follow Fire Warden instructions and leave the building.	Evacuate only via the stairwells.	Persons requiring assistance to evacuate should wait by the freight elevator.	Avoid using Blackberrys and carrying beverages.	Regroup at a designated area at least 100m away from the building.
If You Discover A Fire	Evacuate the area immediately and activate the nearest pull station.	Call 9-1-1 with the location of the fire when safe to do so.	Exit via stairwells only. Use a fire extinguisher to clear a path if necessary.	If you encounter smoke in the stairwell, use a cross over floor to access the other stairwell.	Regroup at a designated area at least 100m away from the building.
Medical Emergency	Check area for safety. Check victim responsiveness.	If victim is conscious ask if they require an ambulance.	If yes, call 9-1-1. Call Security.	Administer first aid if able without moving victim.	Wash hands after administering care.
		If victim is unconscious check for breathing.	Call 9-1-1. Call Security.	If not breathing, administer CPR if able (2 breaths followed by 30 chest compressions).	Continue until relieved by EMS. Wash hands after administering care.
Elevator Entrapment	Remain calm.	Press the “Emergency Call” button to Security.	Inform Security of your name and condition.	Sit down on the floor and wait to be released.	Stay calm. It may require some time to be released.
Telephone Bomb Threat	Locate Bomb Threat Telephone Checklist (on reverse side).	Signal a co-worker to call your supervisor and Security.	Keep the caller on the phone and be polite.	Fill out as much as possible on the checklist.	If you must leave after the call, have someone at that phone in case of a call back.
Suspicious Package	Put the package down gently and ensure no one else comes in contact with it.	Notify your supervisor and Security immediately.	Evacuate the area (room).	Do not use cellular phones around the package.	Wash hands thoroughly and remain available for debriefing with Police.
Shelter In Place (when unable to evacuate)	Locate “shelter in place” emergency supplies.*	Gather staff in a designated room with minimal glass and close to the building core.	Call 9-1-1. Call Security and notify them of your status.	If fire, seal doors, vents, windows etc. with tape or cloth.	Request that staff call personal emergency contacts and notify them of the situation.
Earthquake	Take cover under tables, desks or crouch against an interior wall. Stay clear of windows, light fixtures, shelves, filing cabinets and other fall hazards.	Do not leave your position until the shaking has stopped.	If fire occurs, activate the nearest pull station and evacuate.	Check the floor area for injured or trapped persons. Watch for exposed electrical wires, broken glass and leaking water pipes.	Evacuate using the stairwells.

In a Power Failure the building’s generator provides power to emergency lights, 1 high rise and 1 low rise passenger elevator, 1 parking shuttle, the fire alarm panel and the P/A system. Card readers will continue to function on their back up batteries. Building security will provide updates from Toronto Hydro.

***Suggestions for 72 Hour Shelter In Place Office Emergency Kit:**

- Water – 2-3 litres per person per day | Food – 3 day supply of dry goods
- Medical items for persons with disabilities or allergies, first aid kit
- Sanitation and hygiene items, plastic bags, blankets, flashlights, vinyl gloves, duct tape
- Battery powered radio/television, entertainment (cards/games)

Emergency: 9-1-1
Security: 416-205-4707
BentallGreenOak Management Office: 416-977-4397