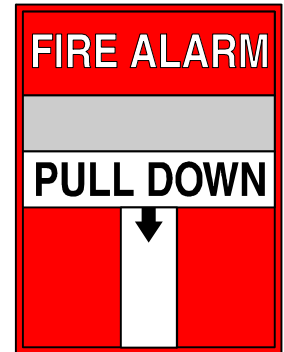




FIRE EMERGENCY PROCEDURES

IF YOU DISCOVER A FIRE OR SMOKE

1. Leave the fire area. Close all doors behind you.
2. Activate the fire alarm - use the pull station
3. Telephone the Toronto Fire Services at 911 from a safe location. Never assume that this has been done. Know and give correct address and location of fire in the building.
4. Do not re-enter once you have left the building until it is declared safe to do so by a Toronto Fire Services Official.



IF YOU HEAR A FIRE ALARM SIGNAL

1. Evacuate the building. Use the NEAREST safe exit. Before opening the door, feel door and the doorknob for heat. If not hot, brace yourself against door and open slightly, if you feel air pressure or hot draft, close door quickly. DO NOT USE ELEVATORS.
2. If you have a door on your office close the door before exiting.
3. If you encounter smoke or fire use alternate exit. If smoke is unavoidable stay low and cover mouth with cloth as you exit.
4. Verbal instruction for safe evacuation may be necessary due to the fire situation. Listen and follow the instructions given by the Safety Leader.

