



OFFICE HEALTH & SAFETY PROGRAM FOR THE CENTRE BLOCK REHABILITATION PROJECT

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Centre Block Rehabilitation Program Office Health & Safety Policy Statement

We, the Centre Block Rehabilitation Program management, personally feel responsible for creating, within the Integrated Project Offices, an environment in which we foster and maintain not only a safe and healthy workplace but also a facility where people can meet and work without risk to their well-being.

Management and supervision are collectively interested and responsible for the health, safety and general well-being of all employees. The protection of every employee—management, supervision and staff—from occupational injury and disease is a major and continuing objective of this operation and everyone in it.

We expect that everyone in the offices—managers, supervision and staff —will always work in a manner that prevents accidents and injuries, not only to ourselves but to others as well. We are responsible for ensuring that every reasonable precaution will be taken to protect every employee and every visitor to our facilities at 150 Slater and 93 Sparks. Managers and supervisors are accountable for the health and safety of each employee under their direction and all guests in their area of control. Together they are responsible for ensuring that the equipment and tools provided to our employees are safe and that our employees work in compliance with the *Occupational Health and Safety Act*, the regulations under the *Act* and the best possible practices.

We expect every employee to honour this policy and take every step necessary to protect his or her personal health and safety by observing each provision of this policy, as well as all the legislation applying to our operations.

Your full commitment to the prevention of workplace injury and illness is essential at every level and should simply be part of doing the job right the first time.

Luc Picknell

Signature

Matthew Rinfret

Signature

Bruce Carter

Signature



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1 Scope

The scope of this Health and Safety Plan encompasses the safe working conditions for all occupants of any of the office spaces being used for the Centre Block Rehabilitation Program, specifically 150 Slater (6th and 7th floors), and 93 Sparks. Additional office spaces may be required and will be added to this plan as required during the life of the program.

2 Joint Health and Safety Committee

2.1 Purpose

The Joint Health and Safety Committee (JHSC) is established to provide a forum for the discussion of health and safety concerns raised by members, staff and management. The JHSC examines these concerns and makes recommendations where appropriate to the PSPC JHSC. Employees should discuss any occupational health and safety concern with their immediate supervisor before raising it with a JHSC member.

2.2 Membership

Membership shall consist of a minimum of six (6); four (4) worker representatives and two (2) management representatives. Two Co-chairs—one representing management, one representing workers—shall be chosen by the respective parties. The names of all JHSC members shall be posted on the designated health and safety bulletin boards at 150 Slater and 93 Sparks.

2.3 Member Responsibilities

- **Commitment**—By becoming a JHSC member, the individual makes a commitment to attend meetings consistently and work constructively to achieve the Committee's purpose.
- **Reporting**—Members should advise the appropriate supervisor and then, if necessary, the JHSC, of any workplace health and safety concerns expressed by workers or management.
- **Preparation for Meetings**—Members are expected to review the meeting agenda and be familiar with the items to be addressed. The agenda and all relevant documents should be brought to the meeting and members should be prepared to discuss and make decisions on each topic.
- **Attendance**—Members are expected to attend all Committee meetings. A member who cannot attend should inform the Co-chair in advance of the meeting.
- **Assignments**—Members may be asked to accept assignments such as conducting workplace inspections or serving on subcommittees.
- **Workplace Inspections**—Two members of the Committee will be nominated each month to inspect the workplace and submit a signed, dated, written report to the

committee. Reports of workplace inspections shall be included on the agenda of the next scheduled JHSC meeting (See Appendix B for Inspection Checklist).

2.4 Meetings

- **Frequency**—Meetings shall be held monthly.
- **Location**—Meetings shall be held at the Canada Four Corners (93 Sparks) boardroom A.
- **Quorum**—A quorum shall consist of no less than two (2) worker representatives and one (1) management representative. One Co-chair must be in attendance to conduct business decisions.
- **Decision Making**—All items raised from the agenda shall be dealt with on the basis of consensus. Formal motions will not be used. Consensus is understood as *majority* agreement and need not be unanimous.

2.5 Guests

The JHSC, at its discretion, may invite guests to meetings in order to provide information, but guests shall not participate in the regular business of the meeting.

2.6 Members of the committee

Location represented	Name	Company
150 Slater	Matthew Rinfret	PCL/ED
150 Slater	Marc Brousseau	PSPC
150 Slater	Stacey Blaszyk	PSPC
150 Slater	Luc Picknell	PSPC
93 Sparks	Todd Harper	PSPC
93 Sparks	Adam Reid	PSPC
150 Slater	Yenny Mosquera	CENTRUS
150 Slater	Adrienne Asgary	CENTRUS
93 Sparks	Bonnie Clement	CENTRUS
150 Slater	Kim Seegobin	PCL/ED
93 Sparks	Ashley Beneteau	PCL/ED
93 Sparks	Dan Cyr	PCL/ED

3 Incident, Injuries & Reporting

All injuries / near miss to employees—even minor injuries—must be reported to the employee's respective supervisor or manager as soon as possible.

All lost-time injuries, medical aid cases, first aid cases and incidents (near misses and close calls) must be investigated by the respective managers and a report submitted to the respective company representatives and PSPC.

3.1 First Aid Kits & Defibrillators

First Aid kits are located as follows:

Location	AED	First Aid Kit/ Stations
150 Slater 6 th floor	West Entrance	West Entrance
150 Slater 7 th floor	East Emergency Exit	150 Slater North Kitchen
93 Sparks Floor	1 st Elevator lobby	1 st floor admin desk
93 Sparks Floor	1 st Elevator lobby	3 rd floor kitchen

The first aid providers will have their First Aid certificate displayed at the first aid station as noted in the above table.

The first aid kits and the AED will be inspected monthly by a designated member of the JHSC. The first aid kit will be replenished monthly by the designate(s) and a record will be kept of its use and inspection.

Low life batteries on an AED must be reported to Kaitlin Cartwright (613-915-6515) or the office manager.

3.2 First Aiders

All companies shall have a minimum of two holders of a valid Standard First Aid Certificate per floor or office issued by St. John Ambulance (or equivalent agency) who will also know how to operate the AED (Automated External Defibrillator).

Location	Name	Company
150 Slater 6 th Floor	Kate Westbury	PSPC
150 Slater 6 th Floor	Vanessa Cote	CENTRUS
150 Slater 6 th Floor	John Urban	PCL/ED
150 Slater 7 th Floor	Annabelle Loder, Stephanie Ebella	PSPC
150 Slater 7 th Floor	Daniel Lynk, William Quach	CENTRUS
150 Slater 7 th Floor	Emily Parent	PCL/ED
93 Sparks	Dan Cyr, Ian Jamieson	PCL-ED
93 Sparks	TBD	CENTRUS
93 Sparks	Todd Harper	PSPC

4 Office Safety

4.1 Responsibilities

- Report to your department supervisor any defective equipment that may present a hazard.
- Keep drawers and doors of cabinets and desks closed when not in use.
- Tipping of filing cabinets is a serious potential hazard. Therefore, the following guidelines must be adhered to:
 - Load cabinets from the bottom up, opening only one drawer at a time.
 - Ensure that cabinets and/or cupboards are bolted together when stacked vertically.
 - Store only small light items on top of file cabinets. Such items should never project, lean, or hang over the edge of the cabinet.
- Wherever the operation of equipment presents the risk of eye injury, employees must wear appropriate CSA-certified eye protection.
- Get help with heavy loads. Avoid lifting heavy loads whenever possible. Use appropriate mechanical assistance or get help as required.
- Staff working to move heavy loads must wear CSA-certified foot protection.
- Understand and observe emergency procedures (refer to item #13).
- Periodically examine electrical cords for excessive wear and replace when necessary.
- Turn off electrical equipment when not in use.
- Report any cords or carpets which present a tripping hazard.
- Use only step stools and ladders to reach higher levels.

5 Building Security

5.1 150 Slater (EDC)

150 Slater (EDC building) has front desk security which is monitored 24 hours. In order for office employees to access level 6 and 7, each employee will need an access badge to swipe through the turnstiles to the elevators on the ground level. In addition, at both level 6 and 7, the entry door(s) require a passcode to access the office spaces.

Any time outside of regular business hours (i.e. between 6 :00 pm and 6:00 am Monday – Friday or on weekends) employees will require their access badge to access the building. The access point is located outside the main entrance of 150 Slater. The front desk security will be available if you require assistance swiping your badge. During off-hours, all employees will have to sign in/out at the front desk prior to heading to the elevator.

5.2 93 Sparks (C4C)

93 Sparks main entrance has no physical security personnel. Only those with an approved HoC pass can access the office.

6 Workstations and Ergonomics

Workstations should be appropriate to the work being done and to the ergonomic requirements of the employee using the workstation.

6.1 Layout and Equipment

For keyboard users, the work surface should be adjusted so that forearms are kept at right angles to upper arms, wrists are kept straight, and forearms are parallel to the floor. A wrist rest should be used if the heel of the hand or wrist is not supported.

The keyboard should be positioned so that the keys are at elbow height when the operator is sitting with arms dropped to the sides. When the fingers are resting on the keyboard, the forearms should be at right angles to the upper arms and parallel to the floor.

The top of the screen should be no higher than eye level, and the face of the screen should be tilted back about ten to twenty degrees for easier viewing. The screen should sit approximately 45 to 50 cm from the operator's eyes. The head should look forward in a natural position, with no more than a slight downward tilt toward the computer monitor. Place frequently used materials within easy reach and where they can be easily seen without excessive head and neck movement. Paperwork should be placed on the same level as the screen and should be about as far away from the operator's eyes.

The proper method of adjusting a chair is to stand facing the chair and adjust the chair to a height just below the kneecaps. When sitting in the chair, the thighs should be parallel to the floor, evenly distributing weight across the chair. Feet should rest comfortably on the floor and knees should be slightly higher than the hips when seated. The backrest should be adjusted to provide good support to the small of the back.

It's also a good idea to stretch every hour to reduce muscle fatigue. Regular breaks are important to help prevent both muscle fatigue and eye strain.

6.2 Computer Monitors

To prevent eye strain and fatigue to computer users, it is important to have screens free of glare, dust and fingerprints.

Clean the screen regularly and control the glare by adjusting the brightness and contrast controls on the unit and any desk lamps nearby. Screens should not be positioned so they face a window because this causes glare; where office layouts make this not possible use

window shades to control glare. Glare can be avoided by adequate room lighting, appropriate wall and furniture finishes, or by using an anti-glare screen.

Computers should be adjusted in order to have proper lighting and proper positioning of the computer and printed materials to avoid eye strain.

Where computer work is intensive (i.e. continuous keyboarding for an hour or longer, uninterrupted by other activities), an operator should take a 5-minute break in each hour. This represents a reasonable precaution to protect the health and safety of workers.

Taking a 5-minute break away from intensive computer operation in each hour is encouraged as a good practice.

7 Housekeeping

7.1 Common Areas

- Keep common areas free of discarded material.
- Ensure both access/egress doors are free from blockage.
- Don't let furniture, equipment, etc. project from offices into corridors and other common areas.
- Don't leave anything—no matter how briefly—at corner intersections in the corridors.
- Do not run wires, cords, or cables along corridors.
- Ensure that weather mats lie flat and unwrinkled on floors.

7.2 Offices

- Maintain minimum clearance of 3 feet where you must pass between furniture and equipment.
- Do not store books, papers, etc. on floor; use file cabinets, shelving, etc.
- Where they may catch underfoot or interfere with furniture and equipment, ensure that wires, cords and cables are taped down or otherwise secured.
- Never leave desk drawers open or file drawers extended when not in use.
- Do not use areas behind doors to store files, equipment or furniture.
- Keep furniture, equipment, etc. at least six inches clear of door opening.
- Ensure walkways in between rows of office desks are free of material, equipment, etc.

7.3 Storage

- Do not stack file cartons, boxes, etc. higher than four feet.
- Do not stack or store anything adjacent to baseboard heaters.

- Load file cabinets from the bottom up. Store heavier items on the bottom shelves.
- Do not store cleaning fluid, toner, solvents, or other hazardous chemicals higher than waist level.
- Do not store cleaning materials, fluids or solvents that are volatile, flammable or hazardous in the mechanical, electrical or computer rooms. Small quantities of such materials may be kept in proper containers only in the janitorial storage room.
- Do not allow stacks, piles, shelving or other storage arrangements to interfere with light fixtures.
- Store only small, light items on top of file cabinets. Such items should never project, lean, or hang over the edge of the cabinet

7.4 Disposal

- Dispose of debris, plastic, cardboard and biodegradables as per building requirements.
- Do **not** put broken or obsolete furniture and equipment in the corridor for disposal.

8 Training

8.1 Orientation

- All new employees should receive a copy of this program and information on the following.
 - Location of fire exits/fire extinguishers, first aid kit/defibrillator, washrooms, and lunch area (will all be on one plan and in the common areas)
 - Emergency evacuation procedure

9 Office Visits

All staff/visitors not assigned to the site office(s) shall sign the visitor log when visiting site office(s).

Employees visiting site office(s) shall ensure they are on the security access list (employees that are unsure, talk to your employer to verify).

All staff visiting construction sites must comply with their responsibilities under the *Occupational Health and Safety Act*, the construction regulation, and any other legislation that applies. Safety is everyone's responsibility. Employees are to review and sign off on the projects, Pre-Job Safety Instruction (PSI) poster, to ensure they are aware of the hazards on the site.

CENTRUS team Project Manager must have in place a Project Risk Assessment Safety Plan (PRASP & FLRA) prior to starting work on site and provide copies to the PCL/ED project team. PSPC is responsible to review and sign the site Pre-Job Safety Instruction program following the HSE orientation on the project.

CENTRUS and PSPC will issue Personal Protective Equipment (PPE) for its employees once they have completed the PCL/ED site orientation session, Working at Heights, Asbestos Awareness courses, as required.

Ensure that you have the appropriate personal protective equipment available for your use before going on site. The following equipment is required for *ALL* site visits:

- CSA Grade 1 safety boots (properly laced up).
- CSA-certified construction hard hat.
- Appropriate CSA-certified eye protection.
- All employees must have gloves available on their persons. Gloves are to be worn when conducting work activities with hazards that may injure hands.
- CSA Reflective Vests

Where staff may encounter excessive noise levels on site, hearing protectors must be worn. Staff should have either ear muffs or ear plugs available for use on any site visit. Specific cases where hearing protection must be worn include:

- Noise survey work
- Work around heavy equipment
- Visits to active sheet metal or other fabrication shops.

In other situations, hearing protection shall be worn at the discretion of the employee except as directed by his/her supervisor.

Employees must not use defective equipment such as improper or unsafe ladders, damaged extension cords or other items which may endanger themselves or other workers.

10 Smoking

Smoking is **not** permitted in any offices.

11 Alcohol and Drugs

Each employee working in the Integrated Project Office must follow their respective company's Alcohol and Drug Policy Program

12 WHMIS 2015 (Global Harmonized System)

The Hazardous Products Act defines any product, material, or substance, which falls into any of six hazard classes.

12.1 Purchasing a Controlled Product

All controlled products brought to the 150 Slater and 93 Sparks must meet the Global Harmonized System (GHS) requirements.

- A GHS supplier label must be affixed to all containers before entering the workplace. Labels must meet the specifications of the GHS. These requirements include the proper hazard symbol or symbols and all information presented in both English and French.
- Material Safety Data Sheets (MSDSs) must be provided by a supplier at time of purchase. The MSDS binder can be found at the reception area.
- Material Safety Data Sheets must be added to the MSDS binder when new products are interposed into the office space.

12.2 Supervisor's Responsibility

Supervisors whose employees work with controlled products must:

- Ensure that all controlled products are labeled with proper GHS labels.
- Ensure that an up-to-date MSDS sheet for each hazardous material is available for examination by employees.
- Ensure that workers / employees wear personal protective equipment if appropriate for the product being used (specified in the MSDS).
- Ensure that all workers are trained in the GHS and updated at least once a year and whenever new controlled products are introduced into the workplace

12.3 Responsibilities of the Joint Health and Safety Committee

- Consult with management to ensure that MSDSs are reviewed annually.
- Advice regarding the selection and replacement of controlled products.
- Consult with management to ensure that GHS training records are reviewed annually.
- Check to ensure that all labels and MSDSs are in place when doing monthly inspections.

12.4 Disposal of Hazardous Products

Hazardous products shall be disposed of in accordance with applicable regulations.

13 Emergency Procedure

When an evacuation becomes necessary, it is expected that employees and visitors will follow 150 Slater (EDC) and 93 Sparks Emergency Evacuation Procedures.

13.1 Office Evacuation Plans

During an evacuation, all employees and visitors are to evacuate the building using the nearest safe exit and assemble at the Muster point to sign in with Floor Wardens for each office.

Location	Muster point
150 Slater	Corner of Laurier and O'Conner
93 Sparks	Corner of Metcalfe and Sparks (Bear Statue)

13.1.1 150 Slater (EDC)

Refer to Appendix 1

13.1.2 93 Sparks

Refer to Appendix 2

13.2 Floor Wardens

Floor Wardens are trained for evacuations and will be identified by wearing a vest and a colored hard hat.

Duties of Floor Wardens:

- Coordinate immediate evacuation on sounding of the fire alarm signal.
- Direct building occupants and visitors from occupied areas to the exits.
- Advise the Fire Emergency Supervisor or Ottawa Fire Services of emergency assistance requirements.
- Coordinate application of predetermined evacuation procedures for persons previously identified as requiring evacuation assistance.
- Assign building occupants to provide evacuation assistance to other persons as required.
- Coordinate descent to ground.
- Coordinate assembly of building occupants outside the building at assembly points a safe distance from the building entrance (200 metres).

Location	Name	Company
150 Slater 6 th Floor	Vanessa Cote, Anita Carley	CENTRUS
150 Slater 7 th Floor	Shalisha Senkow, Heather Fardy	CENTRUS
150 Slater 6 th Floor	Leslie Linfield	PSPC
150 Slater 7 th Floor	Stacy Blaszyk	PSPC
150 Slater 6 th Floor	James W	PCL/ED
150 Slater 7 th Floor	Erin McBride	PCL/ED

The 93 Sparks office staff is responsible for the evacuation of the leased floors and to provide an emergency access for the Visitor Welcome Center occupants (Marshall area) through their space via the second floor.

Location	Name	Company
93 Sparks level 4	Roula Al Abdullah	PCL/ED
93 Sparks level 2	Jeff Meek	PSPC
93 Sparks level 3	Yueshuang, Cameron Y	PSPC
93 Sparks level 3	Courtney Aker, Justin Gionet	PCL/ED
93 Sparks level 3	Tracey Thompson	CENTRUS
93 Sparks level 2	Pilar B	PSPC
93 Sparks level 2	Sherif Abousabaa, Glenn Stockton	PCL/ED
93 Sparks level 1	Daniel Cyr, Ashley Beneteau	PCL/ED
93 Sparks level 1	Chris McKenty	CENTRUS
93 Sparks level 1	Anne-Marie Dufresne	PSPC

13.3 Considerations for Employees with Disabilities

If an employee is aware of a disability that may negatively impact their ability to safely evacuate the building, the employee is to inform their supervisor.

With permission, the *Individual Accommodation Plans* will be communicated to the appropriate Floor Warden responsible for providing assistance during an evacuation situation.

In the event the assigned Floor Warden is not readily available to assist during the evacuation, nearby employees will be required to provide support.

In the event you are unable to immediately access the emergency stairwell, move horizontally on the same floor away from the danger. Provide ongoing updates to the ERT Leads / Floor Wardens to ensure immediate support is provided.

13.4 Bomb Threats

In the event of a bomb threat by mail or other means do not handle the letter, envelope or package and notify your office supervisor and building security.

13.5 Power outage

- Stay in place and wait for emergency lighting to come on.

13.6 Emergency Assistance Procedure

In the event of an emergency, the procedure below shall be followed:

- Employees shall immediately notify a supervisor.
- Supervisors shall notify their immediate supervisor.
- Immediately call for First Aid.
- Obtain access to a telephone and call 911. Be specific as to the nature of the emergency.
- Have someone go the building access point and await the arrival of emergency services and direct them to the appropriate location if necessary.
- Evacuate the injured to an accessible area unless the employee's injuries can be worsened during transport. If an employee sustained any bodily injury including the neck, back or legs do not move him unless at risk of further injury.
- Direct the emergency vehicle crew to the scene.

The incident flow chart shall be followed to appropriately advise the respective parties of the incident. The "incident flow chart can be found below in section "14 Procedures".

13.7 Active Shooter

In the event of an active shooter, all employees are responsible for the following:

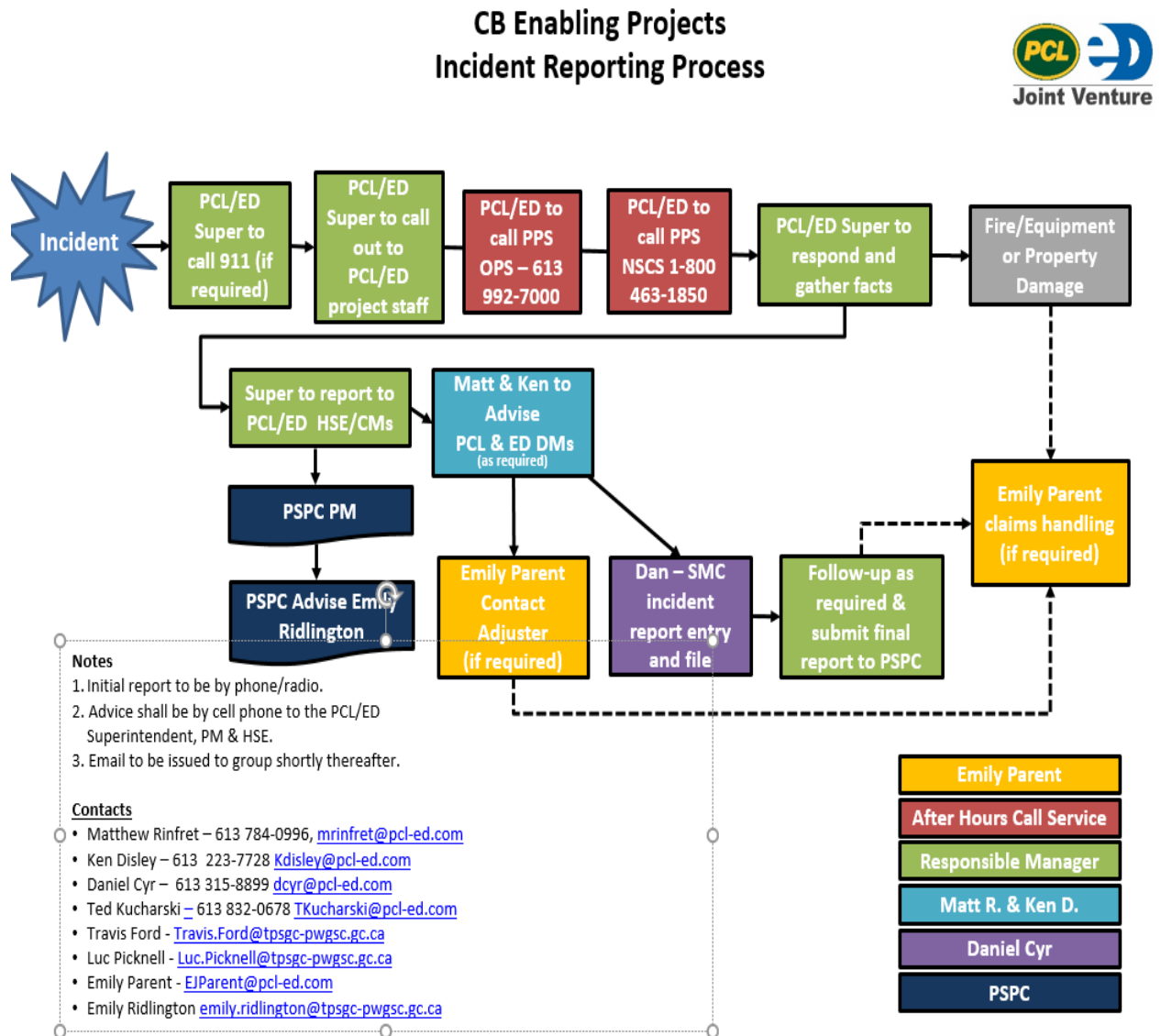
- Have an escape route and plan in mind.
- Leave belongings behind.
- Evacuate regardless of whether others agree to follow.
- Help others escape, if possible.
- Do not attempt to move the wounded.
- Prevent others from entering an area where the active shooter may be.
- Keep your hands visible.
- Call 9-1-1 and building security when you are safe.



- Hide in an area out of the shooter's view and remain quiet.
- Lock door or block the entrance to your hiding place.
- Silence your cell phone (including vibrate mode).
- When the emergency response team arrives, remain calm and follow their instructions

14 Procedures

14.1.1 Incident Flow Chart





15 Sign-Off

The IPO HSE Plan for 150 Slater and 93 Sparks has been prepared and reviewed by the PSPC Director General, Centrus Project Director and PCL/ED Project Director.

Luc Picknell
PSPC Director
Signature

Date
October 11 2018

Matthew Rinfret
PCL/ED Project Director
Signature

Date
October 11 2018

Bruce Carter
CENTRUS Project Director
Signature

Date
October 11 2018

16 Appendix 1 – 150 Slater Evacuation Plan (EDC)

16.1 Emergency Evacuation Procedures

EDC is equipped with a two-stage alarm. Between 7:30 am and 6:00 pm on business days, the building has a phased evacuation system.

What do when you hear:

Slow beat alarm (30 beats per minute)

- 1- Gather necessities and prepare to leave the building
- 2- Wait for a change in tone and do not bring beverages or large items into the stairwell

Rapid beat alarm (120 beats per minute)

- 1- Leave the building immediately
- 2- Proceed to your designated evacuation location using the nearest safe exit: stay clear of the building by at least 300 feet.

If the alarm sounds between 6:00 pm and 7:30 am on a business day or on a weekend or holidays evacuate the building immediately.

Keep in mind

- Use the stairwell, not the elevators
- Maintain a steady pace until you have exited the building
- If there's smoke or fire in the stairwell, find another stairwell on crossover floors 4, 9, 14 or 17
- Mobility impaired employees wait next to Stairwell B (South)

17 Appendix 2 – 93 Sparks Evacuation Procedures

17.1 Building Occupants' Emergency Fire Procedure

17.1.1 If You Discover a Fire

- Warn persons nearby (Fire – Fire – Fire)
- Leave the area of danger
- Close doors behind you
- Sound the fire alarm – using an alarm pull station
- Call the Fire Department **(9-1-1)** from a safe location

17.1.2 If You Hear the Alarm

- Prepare to Evacuate the building
- DO NOT USE ELEVATORS
- Feel the door before opening it. If the door is warm, DO NOT OPEN IT remain in your area or use another exit. If the door is cool, leave the building by the nearest safe exit.
- PROCEED TO THE DESIGNATED ASSEMBLY AREA (Bear Statue at the corner of Sparks and Metcalfe).
- **If the alarm sounds after normal hours, all personnel shall evacuate the building immediately using the nearest safest exist.**

Fire Orders / Consignes d'incendie

Evacuation Plan 1 / Plan d'évacuation

IF YOU DISCOVER FIRE

- Warn persons nearby (Fire - Fire - Fire)
- Leave the area of danger
- Close doors behind you
- Sound the fire alarm
- Call Fire Department from a safe location
- Give the name (Marshall Building) and address (90 Wellington St.) of the building, the location and nature of the fire.

Call 911

- Fight the fire only if it is safe to do so and the fire is not between you and the exit.

DO NOT USE ELEVATORS

IF YOU HEAR THE ALARM

- Leave the building immediately via the safest emergency exit.
- Feel the door before opening it. If the door is warm, DO NOT OPEN it remain in your area or use another exit. If the door is cool, leave the building by the nearest safe exit.

PROCEED TO THE DESIGNATED ASSEMBLY AREA.

- If the alarm sounds after normal hours, all personnel shall evacuate the building immediately using the nearest safe exit.
- Assigned monitors will help those requiring assistance.

CAUTION

- If you encounter smoke in the corridor or stairwell, use an alternate exit. It may be safer to stay in your area.

REMAIN CALM

SI VOUS DÉCOUVREZ UN INCENDIE

- Avertissez les personnes à proximité (Feu - Feu - Feu)
- Quittez la zone dangereuse
- Fermez les portes derrière vous
- Déclenchez l'alarme
- Appelez le service d'incendie d'un lieu sûr
- Précisez le nom (édifice Marshall) et l'adresse de l'immeuble (90 rue Wellington) lieu et nature de l'incendie.

Composez 911

- Combattez l'incendie seulement si cela ne pose aucun risque et si l'incendie ne se trouve pas entre vous et la sortie.

N'UTILISEZ PAS LES ASCENSEURS

LORSQUE VOUS ENTENDEZ L'ALARME

- Quittez l'immeuble immédiatement en empruntant la sortie de secours la plus sûre.
- Touchez la porte avant de l'ouvrir. Si la porte est chaude, NE L'OUVREZ PAS demeurez dans votre secteur ou trouvez une autre sortie. Si la porte n'est pas chaude, quittez l'immeuble en empruntant la sortie sûre la plus proche.

RENDEZ-VOUS AU POINT DE RASSEMBLEMENT.

- Si l'alarme est déclenchée après les heures normales de travail, tous les membres du personnel doivent évacuer l'immeuble immédiatement en empruntant la sortie sûre la plus proche.
- Les assistants désignés aideront les personnes ayant besoin d'aide.

AVERTISSEMENT

- S'il y a de la fumée dans le corridor ou dans la cage d'escalier, empruntez une autre sortie. Il serait plus sûr de demeurer dans votre secteur.

RESTEZ CALME



Updated: June 2018
Mise à jour: juin 2018
CFC-MAR01-EVAC

Fire Orders / Consignes d'incendie

Evacuation Plan 2 / Plan d'évacuation

IF YOU DISCOVER FIRE

- Warn persons nearby (Fire - Fire - Fire)
- Leave the area of danger
- Close doors behind you
- Sound the fire alarm
- Call Fire Department from a safe location
- Give the name (Marshall Building) and address (90 Wellington St.) of the building, the location and nature of the fire.

Call 911

- Fight the fire only if it is safe to do so and the fire is not between you and the exit.

DO NOT USE ELEVATORS

IF YOU HEAR THE ALARM

- Leave the building immediately via the safest emergency exit.
- Feel the door before opening it. If the door is warm, DO NOT OPEN it remain in your area or use another exit. If the door is cool, leave the building by the nearest safe exit.

PROCEED TO THE DESIGNATED ASSEMBLY AREA.

- If the alarm sounds after normal hours, all personnel shall evacuate the building immediately using the nearest safe exit.
- Assigned monitors will help those requiring assistance.

CAUTION

- If you encounter smoke in the corridor or stairwell, use an alternate exit. It may be safer to stay in your area.

REMAIN CALM

SI VOUS DÉCOUVREZ UN INCENDIE

- Avertissez les personnes à proximité (Feu - Feu - Feu)
- Quittez la zone dangereuse
- Fermez les portes derrière vous
- Déclenchez l'alarme
- Appelez le service d'incendie d'un lieu sûr
- Précisez le nom (édifice Marshall) et l'adresse de l'immeuble (90 rue Wellington) lieu et nature de l'incendie.

Composez 911

- Combattez l'incendie seulement si cela ne pose aucun risque et si l'incendie ne se trouve pas entre vous et la sortie.

N'UTILISEZ PAS LES ASCENSEURS

LORSQUE VOUS ENTENDEZ L'ALARME

- Quittez l'immeuble immédiatement en empruntant la sortie de secours la plus sûre.
- Touchez la porte avant de l'ouvrir. Si la porte est chaude, NE L'OUVREZ PAS demeurez dans votre secteur ou trouvez une autre sortie. Si la porte n'est pas chaude, quittez l'immeuble en empruntant la sortie sûre la plus proche.

RENDEZ-VOUS AU POINT DE RASSEMBLEMENT.

- Si l'alarme est déclenchée après les heures normales de travail, tous les membres du personnel doivent évacuer l'immeuble immédiatement en empruntant la sortie sûre la plus proche.
- Les assistants désignés aideront les personnes ayant besoin d'aide.

AVERTISSEMENT

- S'il y a de la fumée dans le corridor ou dans la cage d'escalier, empruntez une autre sortie. Il serait plus sûr de demeurer dans votre secteur.

RESTEZ CALME



Updated: June 2018
Mise à jour: juin 2018
CFC-MAR02-EVAC

Fire Orders
Consignes d'incendie
Evacuation
Plan
3
Plan
d'évacuation

IF YOU DISCOVER FIRE

- Warn persons nearby (Feu - Feu - Feu)
- Leave the area of danger
- Close doors behind you
- Sound the fire alarm
- Call Fire Department from a safe location
- Give the name and address of the building, the location and nature of the fire.

Call 911

- Fight the fire only if it is safe to do so and the fire is not between you and the exit.

DO NOT USE ELEVATORS

IF YOU HEAR THE ALARM

- Prepare to evacuate the building.
- Feel the door before opening it. If the door is warm, **DO NOT OPEN** it. Remain in your area or use another exit. If the door is cool, leave the building by the nearest safe exit.

Rendezvous at:
NATIONAL WAR MEMORIAL

- If the alarm sounds after normal hours, all personnel shall evacuate the building immediately using the nearest safe exit.

CAUTION

- If you encounter smoke in the corridor or stairwell, use an alternate exit. It may be safer to stay in your area.

REMAIN CALM

SI VOUS DÉCOUVREZ UN INCENDIE

- Avertissez les personnes à proximité (Feu - Feu - Feu)
- Quittez la zone dangereuse
- Fermez les portes derrière vous
- Déclenchez l'alarme
- Appelez le service d'incendie d'un lieu sûr
- Précisez le nom et l'adresse de l'immeuble de l'immeuble lieu et nature de l'incendie.

Composez 911

- Combattez l'incendie seulement si cela ne pose aucun risque et si l'incendie ne se trouve pas entre vous et la sortie.

N'UTILISEZ PAS LES ASCENSEURS

LORSQUE VOUS ENTENDEZ L'ALARME

- Préparez-vous à évacuer l'immeuble.
- Touchez la porte avant de l'ouvrir. Si la porte est chaude, **NE L'OUVREZ PAS** demeurez dans votre secteur ou trouvez une autre sortie. Si la porte n'est pas chaude, quittez l'immeuble en empruntant la sortie sûre la plus proche.

Rendez-vous au:
MONUMENT COMMEMORATIF DE GUERRE DU CANADA

- Si l'alarme est déclenchée après les heures normales de travail, tous les membres du personnel doivent évacuer l'immeuble immédiatement en empruntant la sortie sûre la plus proche.

AVERTISSEMENT

- S'il y a de la fumée dans le corridor ou dans la cage d'escalier, empruntez une autre sortie. Il serait plus sûr de demeurer dans votre secteur.

RESTEZ CALME

- Evacuation Route
Parcours d'évacuation
- Alternate Evacuation Route
Autre parcours d'évacuation
- You Are Here
Vous êtes ici
- Elevator
Ascenseur
- Emergency Stairs
Escalier d'urgence
- Exit Down
Sortie vers le bas
- Manual Pull Station
Poste manuel d'extincteur
- Fire Hose Cabinet
Armoire d'incendie

Updated: March 2018
Mise à jour: mars 2018
CFC-MAR03-EVAC

Evacuation Plan 3 Plan d'évacuation

Fire Orders Consignes d'incendie

IF YOU DISCOVER FIRE

- Warn persons nearby (Fire - Feu - Feu)
- Leave the area of danger
- Close doors behind you
- Sound the fire alarm
- Call Fire Department from a safe location
- Give the name and address of the building, the location and nature of the fire.

Call 911

- Fight the fire only if it is safe to do so and the fire is not between you and the exit.

DO NOT USE ELEVATORS

IF YOU HEAR THE ALARM

- Prepare to evacuate the building.
- Feel the door before opening it. If the door is warm, DO NOT OPEN it remain in your area or use another exit. If the door is cool, leave the building by the nearest safe exit.

Rendez-vous at:
NATIONAL WAR MEMORIAL

- If the alarm sounds after normal hours, all personnel shall evacuate the building immediately using the nearest safe exit.

CAUTION

- If you encounter smoke in the corridor or stairwell, use an alternate exit. It may be safer to stay in your area.

REMAIN CALM

SI VOUS DÉCOUVREZ UN INCENDIE

- Avertissez les personnes à proximité (Feu - Feu - Feu)
- Quittez la zone dangereuse
- Fermez les portes derrière vous
- Déclenchez l'alarme
- Appelez le service d'incendie d'un lieu sûr
- Précisez le nom et l'adresse de l'immeuble de l'immeuble lieu et nature de l'incendie.

Composez 911

- Combattez l'incendie seulement si cela ne pose aucun risque et si l'incendie ne se trouve pas entre vous et la sortie.

N'UTILISEZ PAS LES ASCENSEURS

LORSQUE VOUS ENTENDEZ L'ALARME

- Préparez-vous à évacuer l'immeuble.
- Toucher la porte avant de l'ouvrir. Si la porte est chaude, NE L'OUVREZ PAS demeurez dans votre secteur ou trouvez une autre sortie. Si la porte n'est pas chaude, quittez l'immeuble en empruntant la sortie sûre la plus proche.

Rendez-vous au:
MONUMENT COMMÉMORATIF DE GUERRE DU CANADA

- Si l'alarme est déclenchée après les heures normales de travail, tous les membres du personnel doivent évacuer l'immeuble immédiatement en empruntant la sortie sûre la plus proche.

AVERTISSEMENT

- S'il y a de la fumée dans le corridor ou dans la cage d'escalier, empruntez une autre sortie. Il serait plus sûr de demeurer dans votre secteur.

RESTEZ CALME

- Evacuation Route Parcours d'évacuation
- Alternate Evacuation Route Autre parcours d'évacuation
- You Are Here Vous êtes ici
- Elevator Ascenseur
- Emergency Stairs Escalier d'urgence
- Exit Down Sortie vers le bas
- Manual Pull Station Poste manuel d'avertisseur
- Fire Hose Cabinet Armoire d'incendie

Updated: March 2018
Mise à jour: mars 2018
CFC-MAR03-EVAC

Evacuation Plan 4 Plan d'évacuation

Fire Orders Consignes d'incendie

IF YOU DISCOVER FIRE

- Warn persons nearby (Fire - Feu - Feu)
- Leave the area of danger
- Close doors behind you
- Sound the fire alarm
- Call Fire Department from a safe location
- Give the name and address of the building, the location and nature of the fire.

Call 911

- Fight the fire only if it is safe to do so and the fire is not between you and the exit.

DO NOT USE ELEVATORS

IF YOU HEAR THE ALARM

- Prepare to evacuate the building.
- Feel the door before opening it. If the door is warm, DO NOT OPEN it remain in your area or use another exit. If the door is cool, leave the building by the nearest safe exit.

Rendez-vous at:
NATIONAL WAR MEMORIAL

- If the alarm sounds after normal hours, all personnel shall evacuate the building immediately using the nearest safe exit.

CAUTION

- If you encounter smoke in the corridor or stairwell, use an alternate exit. It may be safer to stay in your area.

REMAIN CALM

SI VOUS DÉCOUVREZ UN INCENDIE

- Avertissez les personnes à proximité (Feu - Feu - Feu)
- Quittez la zone dangereuse
- Fermez les portes derrière vous
- Déclenchez l'alarme
- Appelez le service d'incendie d'un lieu sûr
- Précisez le nom et l'adresse de l'immeuble de l'immeuble lieu et nature de l'incendie.

Composez 911

- Combattez l'incendie seulement si cela ne pose aucun risque et si l'incendie ne se trouve pas entre vous et la sortie.

N'UTILISEZ PAS LES ASCENSEURS

LORSQUE VOUS ENTENDEZ L'ALARME

- Préparez-vous à évacuer l'immeuble.
- Toucher la porte avant de l'ouvrir. Si la porte est chaude, NE L'OUVREZ PAS demeurez dans votre secteur ou trouvez une autre sortie. Si la porte n'est pas chaude, quittez l'immeuble en empruntant la sortie sûre la plus proche.

Rendez-vous au:
MONUMENT COMMÉMORATIF DE GUERRE DU CANADA

- Si l'alarme est déclenchée après les heures normales de travail, tous les membres du personnel doivent évacuer l'immeuble immédiatement en empruntant la sortie sûre la plus proche.

AVERTISSEMENT

- S'il y a de la fumée dans le corridor ou dans la cage d'escalier, empruntez une autre sortie. Il serait plus sûr de demeurer dans votre secteur.

RESTEZ CALME

- Evacuation Route Parcours d'évacuation
- Alternate Evacuation Route Autre parcours d'évacuation
- You Are Here Vous êtes ici
- Elevator Ascenseur
- Emergency Stairs Escalier d'urgence
- Exit Down Sortie vers le bas
- Manual Pull Station Poste manuel d'avertisseur
- Fire Hose Cabinet Armoire d'incendie

Updated: March 2018
Mise à jour: mars 2018
CFC-MAR04-EVAC

Evacuation Plan 4 Plan d'évacuation

Fire Orders Consignes d'incendie

IF YOU DISCOVER FIRE

- Warn persons nearby (Feu - Feu - Feu)
- Leave the area of danger
- Close doors behind you
- Sound the fire alarm
- Call Fire Department from a safe location
- Give the name and address of the building, the location and nature of the fire.

Call 911

- Fight the fire only if it is safe to do so and the fire is not between you and the exit.

DO NOT USE ELEVATORS

IF YOU HEAR THE ALARM

- Prepare to evacuate the building.
- Feel the door before opening it. If the door is warm, **DO NOT OPEN** it remain in your area or use another exit. If the door is cool, leave the building by the nearest safe exit.

Rendez-vous at:
NATIONAL WAR MEMORIAL

- If the alarm sounds after normal hours, all personnel shall evacuate the building immediately using the nearest safe exit.

CAUTION

- If you encounter smoke in the corridor or stairwell, use an alternate exit. It may be safer to stay in your area.

REMAIN CALM

SI VOUS DÉCOUVREZ UN INCENDIE

- Avertissez les personnes à proximité (Feu - Feu - Feu)
- Quittez la zone dangereuse
- Fermez les portes derrière vous
- Déclenchez l'alarme
- Appelez le service d'incendie d'un lieu sûr
- Précisez le nom et l'adresse de l'immeuble de l'immeuble lieu et nature de l'incendie.

Composez 911

- Combattez l'incendie seulement si cela ne pose aucun risque et si l'incendie ne se trouve pas entre vous et la sortie.

N'UTILISEZ PAS LES ASCENSEURS

LORSQUE VOUS ENTENDEZ L'ALARME

- Préparez-vous à évacuer l'immeuble.
- Touchez la porte avant de l'ouvrir. Si la porte est chaude, **NE L'OUVREZ PAS** demeurez dans votre secteur ou trouvez une autre sortie. Si la porte n'est pas chaude, quittez l'immeuble en empruntant la sortie sûre la plus proche.

Rendez-vous au:
MONUMENT COMMEMORATIF DE GUERRE DU CANADA

- Si l'alarme est déclenchée après les heures normales de travail, tous les membres du personnel doivent évacuer l'immeuble immédiatement en empruntant la sortie sûre la plus proche.

AVERTISSEMENT

- S'il y a de la fumée dans le corridor ou dans la cage d'escalier, empruntez une autre sortie. Il serait plus sûr de demeurer dans votre secteur.

RESTEZ CALME

- Evacuation Route
Parcours d'évacuation
- Alternate Evacuation Route
Autre parcours d'évacuation
- You Are Here
Vous êtes ici
- Elevator
Ascenseur
- Emergency Stairs
Escalier d'urgence
- Exit Open
Sortie vers le bas
- Manual Pull Station
Poignée manuel d'avertisseur
- Fire Hose Cabinet
Armoire d'incendie

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