

FIRE SAFETY AT 20 KING STREET WEST

It is imperative that all tenants and employees at 20 King Street West be familiar with Fire Emergency and general evacuation procedures for the building. Review this pamphlet often and keep it handy near your work area. Know your Floor Warden Teams and bring any safety concerns immediately to their attention. When evacuating, remember to assist all visitors to the premises. For further information contact your Floor Warden:

FLOOR WARDEN

PHONE NUMBER

or

RW Commercial Property Management Inc.

Phone: (416) 362.8484

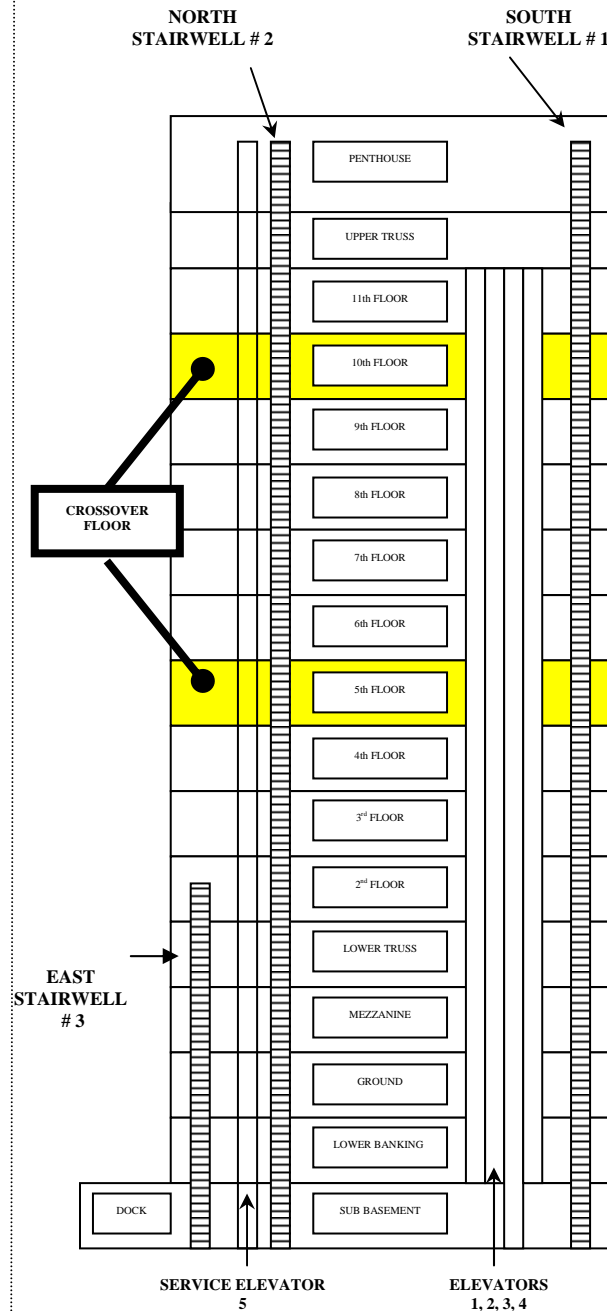
Fax: (416) 416.362.7915

www.rwcpm.com

IN CASE OF FIRE
LEAVE THE AREA
IMMEDIATELY
EXIT BUILDING
DO NOT USE ELEVATORS

ACTIVATE NEAREST FIRE
ALARM PULL STATION
(Located at Stairwells and Exits)

When at a safe distance
CALL 911



FIRE
EMERGENCY
PROCEDURE

20 KING STREET WEST



1st Stage **ALERT**

Tone (20 beats per Minute)

- Prepare to Leave the Building
- Obey instructions from your Floor Warden and listen over the paging system for messages from the Fire Department and or building Security
- Prepare to EXIT the building via nearest Stairwell
- Evacuate if the Fire Alarm changes to 2nd Stage signal
- Remain Calm

2nd Stage **EVAC**

(Continuous Whooping Siren).

- Leave the building via nearest EXIT Stairwell immediately
- Close all doors behind you and do not lock them
- Obey instructions from Floor Warden and Team members
- Proceed to your designated assembly area as specified by your Floor Warden
- Do not cluster near Stairwells or outside the building, hampering Building and Emergency Personnel from responding

- Do NOT enter building until the ALL CLEAR is given by Fire Department or building management.

When the **ALL CLEAR** is given:

- You may return to your work area and resume your regular duties
- Review your Fire Emergency Procedures
- Bring any issues or concerns arising from the incident to the attention of your Floor Warden

IF YOU ENCOUNTER SMOKE WHILE IN THE STAIRWELL

DON'T STOP MOVING

Attempt to access the alternate Stairwell via the 5th Floor or the 10th floor "Crossover Floors". Take short breaths and crawl if necessary. Cover your mouth and nose with a cloth if possible, preferably wet. Stay low and use wall or handrail to guide you.

PERSON REQUIRING ASSISTANCE: (PRA)

Special considerations and contingencies must be in place for those individuals, due to physical limitations, who require specific assistance in evacuating the building. Persons who may normally fall into this category include:

- Wheelchair Users
- Pregnant Females
- Individuals with Heart Conditions
- Individuals with Hearing or Visual Impairments
- Individuals who are Injured (i.e. broken foot)

The Floor Warden will ensure that two volunteers are assigned to assist each P.R.A. in order for them to safely descend the stairwell, or to escort them to the Service Elevator Lobby and await assistance from Fire Emergency Personnel.

The Floor Warden shall advise the Security Desk at (416) 362-8484 Ext 224 of the location of any PRA's in an Emergency situation.

If you are a Person Requiring Assistance, please ensure your Floor Warden has provided Building Management with a PRA information sheet.

Revision: October 2009