

TENANT ADVISORY

OneServe

October 22nd, 2009

Fire and Life Safety Checklist

Do you know your exit routes? You should know the way to 2 exits from your work area.

Ensure exits are not blocked. Furniture, boxes and other items should not be blocking access to the exit doors.

Always remain focused during an evacuation. If you have to evacuate your floor, do not become distracted by cell phones. Stay focused on safely walking down the stairs.

Stay to the right when using the stairs. People who are evacuating should stay to the right side of the stairway, so that building and emergency personnel can move on the left side.

Do you know the building emergency number? You can obtain handy stickers with building emergency numbers from the Property Management office. Call 416-363-9924 to order.

Do you know your Floor Warden? Floor Wardens are co-workers who volunteer to assist occupants during an evacuation. You should follow their instructions during an emergency.

Do you know what the fire alarm sounds like? The fast beeping tone means you should evacuate immediately. The slow beeping tone means there is an alarm in the building at this time and you can remain where you are.

Do you know what to do in case of an emergency? Your Floor Wardens are requested to attend annual training and should be passing this information along to their co-workers. You can review Information on what to do during any emergency by visiting www.33Yonge.com and click on security and life safety to find a copy of the evacuation plan and floor warden procedures.

Is your workplace fire safe? Make sure that you avoid unnecessary accumulations of combustible materials like cardboard and paper, and flammable liquids like oil and paint.

Is your work station fire safe? Make sure that you don't overload extension cords and power bars, and always follow the manufacturer's instructions.

Are you prepared? Every organization should have an up-to-date business continuity plan.

Watch your step! When evacuating during an emergency, take off your high-heel shoes to prevent slipping and falling.

Don't weigh yourself down. During an evacuation you should leave behind laptops, briefcases and other heavy items.

Don't block equipment. Do not place anything in front of fire hose cabinets and extinguishers as they have to be accessible at all times.

Candle Safety. The use of candles is not permitted in the workplace.

Security is everyone's business. Please do your part. Report any suspicious activity to the Property Management office. Call 416-363-9924.