

ASSEMBLY AREA COORDINATOR PROCEDURES



College Park

444 Yonge Street, Toronto, Ontario, M5B 2H4
7 College Street, Toronto, Ontario, M9V 1H4
21 College Street, Toronto, Ontario, M9V 1H5

College Park Apartments

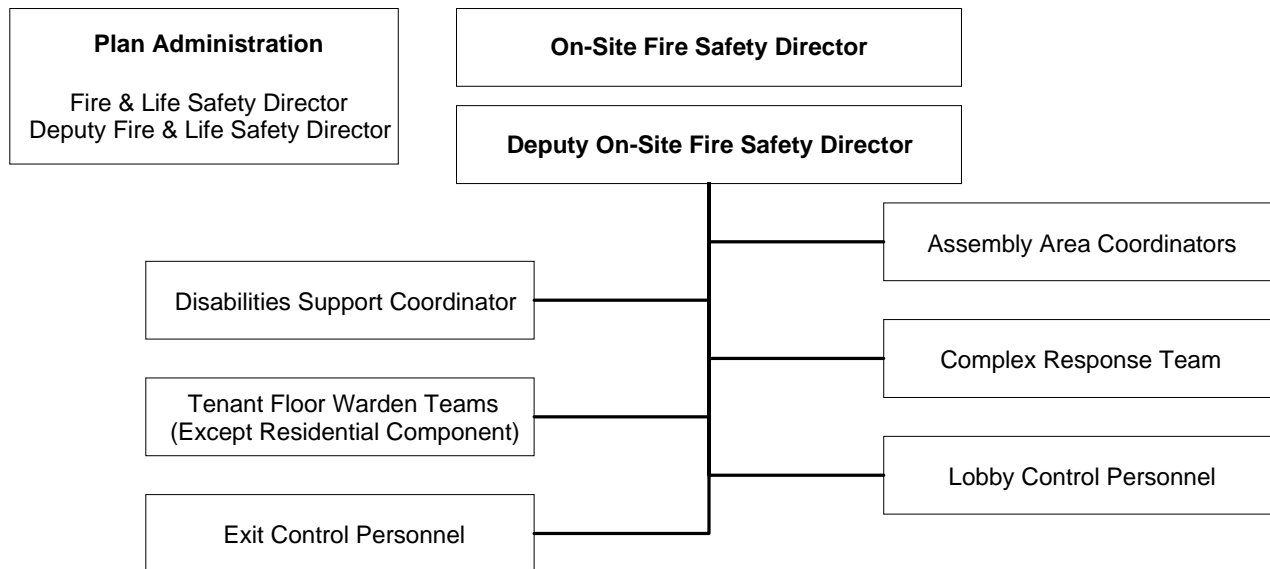
424 Yonge Street, Toronto, Ontario, M5B 2H3



Assembly Area Coordinators (AAC)

This position will be manned by persons from the property management team, who will proceed to the recommended assembly area if exterior evacuation is required and receive the evacuation reports, documenting any problems that might have been experienced during evacuation, and communicating this information back to the On-Site Fire Safety Director via radio or cellular phone. The Assembly Area Coordinators will confirm that the evacuation teams have made it to the assembly area safely. If the assembly area becomes overcrowded or unsafe, the Assembly Area Coordinators will direct occupants to additional locations. The Assembly Area Coordinators will also advise evacuees when it is safe to return to the building.

Fire Emergency Organizational Chart



EMERGENCY PROCEDURES

Assembly Area Coordinators – Fire Procedures

At the sound of a fire alarm or upon receiving an evacuation order, the Assembly Area Coordinators shall immediately:

- 1) Put on your identification, if readily available.
- 2) Ensure you have your radio or cellular phone and then acquire the Tenant Floor Warden / Resident list, a clipboard and a pencil.
- 3) Proceed to the recommended assembly area **southwest of the complex on the area known as "The Pond"**.
- 4) As the Tenant Floor Wardens / Residents report to you, check them off the list and document any problems or concerns that they had, communicating important information to the On-Site Fire Safety Director by radio or cellular phone.
- 5) When the On-Site Fire Safety Director or authorities determine that it is safe to return to the complex, advise the Tenant Floor Wardens that it is safe to return to the complex.

FIRE EVACUATION PLAN

COLLEGE PARK
424 & 444 YONGE STREET &
7 & 21 COLLEGE STREET
TORONTO, ONTARIO

BAY STREET

COLLEGE STREET

GERRARD STREET

YONGE STREET

