



CONFERENCE ROOM EVACUATION ROUTES AND PROCEDURES

If you are in the Conference Centre and the building fire system engages with respect to an event that affects the South Tower or Atrium, you will hear the gong(s) and see the strobe lights flashing.

When you hear the gong(s), ***listen to the public address system announcements for instructions.***

It is possible that, if there is an incident affecting another floor in the South Tower, you do not have to evacuate the Conference Centre and will be instructed to “stand by”. In this situation, it is probable that it is better to shelter in place as opposed to evacuating. In this situation, the fire system will be in first stage and you will hear a single gong every few seconds.

If the fire system is in evacuation stage, you will hear three rapid gongs every few seconds, and the public address system will advise to exit the building.

If you are advised to exit/evacuate the building, do so as follows:

Conference Room A

1. In a calm and orderly manner, proceed from the room and exit through the double main Conference Centre doors.
2. You may turn either right or left upon exiting through the double main Conference Centre doors.
3. If you turn right, exit via the emergency stairwell immediately on the right.
4. If you turn left, turn left again and exit via the emergency stairwell on the left.

DO NOT TAKE THE DOWN ESCALATOR TO EVACATE THE BUILDING.

5. Proceed to the Muster Point by turning right upon exiting the building, proceeding east

on 9th Avenue. The Muster Point is located on 7th Street between 9th and 8th Avenue. If there are individuals requiring assistance to evacuate the building, and the public address system is advising to evacuate, have these

individuals remain in the conference room next to the door. Building personnel will attend shortly to assist and advise with respect to evacuation.

Conference Room B

1. In a calm and orderly manner, proceed from the room and exit through the double main Conference Centre doors by turning left – or exit through the single Conference Centre door by turning right.
2. If you turn left and exit through the double main doors, you may then turn either right or left.
3. If you turn right, exit via the emergency stairwell immediately on the right.
4. If you turn left, turn left again and exit via the emergency stairwell on the left.
5. If you turn right after leaving Conference Room B, and exit through the single Conference Centre Door, take an immediate right and exit via the emergency stairwell on the right.

DO NOT TAKE THE DOWN ESCALATOR TO EVACATE THE BUILDING.

6. Proceed to the Muster Point by turning right upon exiting the building, proceeding east on 9th Avenue. The Muster Point is located on 7th Street between 9th and 8th Avenue.

If there are individuals requiring assistance to evacuate the building, and the public address system is advising to evacuate, have these individuals remain in the conference room next to the door. Building personnel will attend shortly to assist and advise with respect to evacuation.

Conference Room C

1. In a calm and orderly manner, proceed from the room and exit through the single Conference Centre door straight ahead.
2. Upon exiting, turn right and exit via the emergency stairwell immediately on the right.

DO NOT TAKE THE DOWN ESCALATOR TO EVACUATE THE BUILDING.

3. Proceed to the Muster Point by turning right upon exiting the building, proceeding east on 9th Avenue. The Muster Point is located on 7th Street between 9th and 8th Avenue.

If there are individuals requiring assistance to evacuate the building, and the public address system is advising to evacuate, have these individuals remain in the conference room next to the door. Building personnel will attend shortly to assist and advise with respect to evacuation.

Conference Room D

1. In a calm and orderly manner, proceed from the room via either Conference Room D door, turn to the right and exit through the single Conference Centre door.
2. Upon exiting, turn right and exit via the emergency stairwell immediately on the right.

DO NOT TAKE THE DOWN ESCALATOR TO EVACUATE THE BUILDING.

3. Proceed to the Muster Point by turning right upon exiting the building, proceeding east on 9th Avenue. The Muster Point is located on 7th Street between 9th and 8th Avenue.

If there are individuals requiring assistance to evacuate the building, and the public address system is advising to evacuate, have these individuals remain in the conference room next to the door. Building personnel will attend shortly to assist and advise with respect to evacuation.