

# Emergency Procedure and Public Safety Plan

## PURPOSE

This document outlines the emergency procedures and public safety plan for Purves Redmond Limited (“PRL”).

## General Emergency Procedures

### 1. Evacuation Plan

- Evacuate the building immediately if the fire alarm sounds or when instructed by building management.
- Use stairwells to exit the building safely. Elevators must not be used during an evacuation unless directed by emergency personnel.

### 2. Fire Safety

- If you see a fire or smell smoke, activate the nearest fire alarm pull station.
- Call 911 immediately to report the emergency.
- Follow the evacuation route and proceed to the designated assembly point outside the building.

### 3. Medical Emergency

- Call 911 immediately to request emergency medical assistance.
- Provide first aid, if trained, and ensure clear access for emergency responders.

### 4. Severe Weather or Building Emergency

- Follow instructions from building management or emergency personnel.
- Shelter in a safe area away from windows until it is safe to leave.

## Accessibility Considerations

### 1. Notification of Emergency

- Emergency alarms are both visual (flashing lights) and auditory (sirens) to alert all occupants, including those with disabilities.

### 2. Evacuation Assistance

- Employees or visitors with mobility devices who cannot use stairs will be directed to the nearest designated safe waiting area near the stairwells.
- Trained personnel will inform emergency responders of their location.

### 3. Ramps and Elevators

- The main floor of the building is equipped with ramps and elevators to facilitate access. However, elevators are not to be used during fire emergencies.

### 4. Accessible Formats

- This document and related emergency plans are available in accessible formats upon request.

## Designated Assembly Point

The designated assembly point for PRL is 25 Wellington Avenue (e.g., across the street on the south-west corner of Wellington and University Avenue).

## Employee Responsibilities

- **Management:** Ensure all employees are familiar with emergency procedures and trained on how to assist individuals with disabilities.
- **Employees:** Follow evacuation procedures and assist colleagues or visitors as needed, prioritizing safety.
- **Accessibility Coordinator:** Serve as the primary contact for accessibility concerns and liaise with building management on emergency readiness.

## Emergency Contact Information

- **Building Management:**  
Bob Vounotripidisat bobv@taylorcoltd.com  
or 416.-618.2918.
- **Emergency Services:** 911
- **Accessibility Coordinator:**  
Jasmine Ariss at jariss@purvesredmond.com  
or 647.248.2398.

## Request Accessible Format

If you require this document in an accessible format, please contact:

**Jasmine Ariss**  
*Head of Human Resources*  
jariss@purvesredmond.com  
647.248.2398

**Date of Last Update: November 22, 2024.** *This plan will be reviewed annually or after any significant changes to the building or PRL operations.*