

2.2 TMMC Emergency Response Procedure

2.2.1 Emergency Reporting:

INITIAL REPORTING:

Call (519-653-1111) TMMC ext. 5555

1. State the nature of the emergency
2. State the location of the emergency (area, column number)
3. Remain on the line to answer any additional questions
4. Security will dispatch the necessary help

2.2.2 Emergency Response Procedure:

- a) **1st STAGE ALARM** (intermittent pulse): Indicates an emergency condition in an affected area.

Procedure:

1. Remain in your work area.
2. Be aware of your surroundings.
3. If the area is clear and safe, continue working. If your area is affected by fire or smoke, proceed to a safe area.

- b) **EVACUATION ALARM** (continuous wail): Indicates an emergency condition in an affected area.

Procedure:

1. Leave the building via a safe exit.
2. Contractors must have identified MUSTER points for their workers prior to work starting.
3. Do not re-enter the building until the all clear is given.

*Always remain outside the building during an evacuation unless otherwise instructed by TMMC Security/Management.

- c) **SEVERE WEATHER ALARM:** (escalating siren- PA announcements will be made by Security).

Procedure:

1. Leave your work area.
2. Safely move to a Severe Weather Shelter Area.

2.2.3 Fire Response Procedure:

1. Pull the nearest fire alarm to shut down ventilation and stop smoke spread and call 5555 immediately.
2. Clear the immediate area of people.
3. Do not attempt to respond without adequate knowledge and personal protective equipment.

2.2.4 Medical Emergency Procedure:

1. Call 5555 immediately to report the nature and location (area, column number) of the emergency.
2. Post a team member to meet and direct responding emergency personnel.