



OPERATIONAL PROCEDURES IN CASE OF EMERGENCY EVACUATION

In case of fire alarm activation within the Quay Condominium, the staff requests that you REMAIN CALM and treat any such activation as a true emergency (unless notified otherwise).

- 1) Upon arrival in the Quay, please take time upon registration to notify the security officer on duty of any special needs (handicapped or elderly person who may need assistance in evacuation).**
- 2) Upon arrival to your unit, make yourself familiar with emergency evacuation building maps within your unit. Please note the location(s) of stairwell exits at the end of each floor.**
- 3) In the unlikely event of a fire alarm activation, use your best judgment and make your way to the nearest building stairwell (located at the East and West sides of the building)**
- 4) Do NOT attempt to call security to find out if evacuation is necessary. Security will be quite busy trying to prepare for the arrival of police and fire equipment and coordination of the evacuation and safety of all in the building. Unnecessary telephone calls will distract security from their job and could potentially put lives in danger.**
- 5) Do not presume that you cannot call security if there is an emergency issue which would prohibit you from safely evacuating. Security is in the building to ensure your safety and is tasked with doing whatever is necessary to promote the safety of all.**
- 6) Once arriving at the ground floor, make your way to the safest emergency exit, and make your way to the Atlantis parking lot OR the Quay parking lot, as far away from the building as possible. When exiting the building please be aware of the arrival of and the departure of vehicles, both emergency and non-emergency vehicles.**
- 7) Re-entry to the Quay is prohibited until an all clear is deemed safe by public safety and/or Quay security personnel.**

