

EMERGENCY PROCEDURES: GUIDE FOR OCCUPANTS



If you witness a potentially dangerous situation such as a:



Fire outbreak



Gas leak



Person needing medical assistance



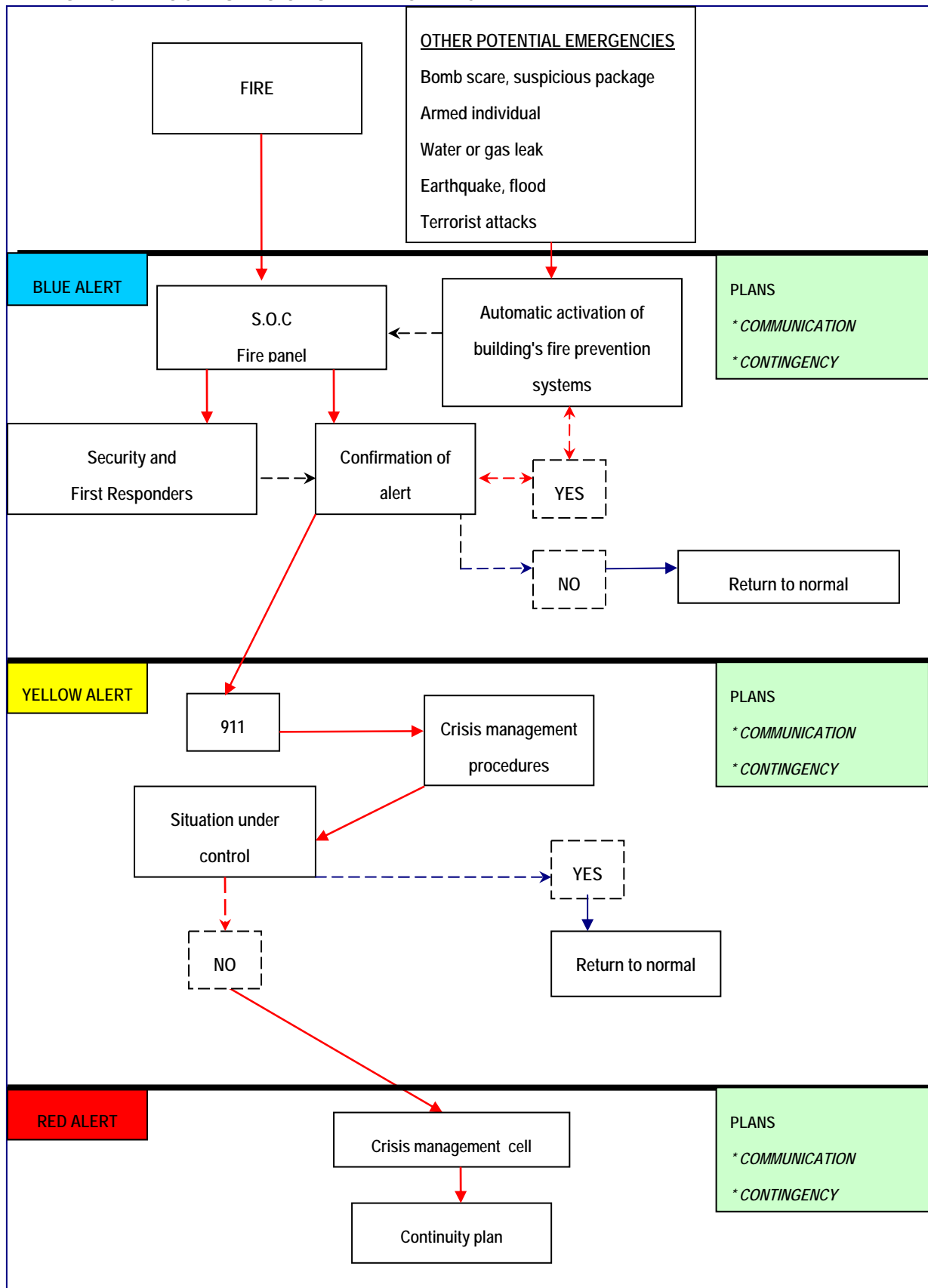
Bomb scare, suspicious package or others...

- Remain calm.
- Contact Security at (514) 871-3141 or at 555 on one of the house phones located in the corridors of the Palais. Provide details of the incident in progress. Security will then contact 911.
- If a fire starts, use the portable extinguisher, if possible.
- In the case of a situation requiring an evacuation, follow instructions provided by Security officers or by personnel designated for such operations.

WHAT EVERY OCCUPANT SHOULD KNOW

- You should know the location of emergency exits and stairwells. In a normal situation, for security reasons, the doors open after 15 seconds when the panic bar is pressed. In the case of a fire alarm, the doors are unlocked.
- You should know the location of the manual pull fire alarm (red) and the telephone nearest to a meeting room.
- You should know the location of the portable extinguisher or fire box closest to a meeting room.
- The silent alarm signal for occupants transmitted to the Security Operations Center (S.O.C) can be triggered by pulling a manual fire alarm or by a smoke detector.
- The silent alarm signal for occupants transmitted to the Security Operations Center becomes audible when the sprinkler system is activated or when a Security officer uses a special key by way of a manual pull alarm
- At the sound of the alarm, the fire horns and strobe lights in public areas are set off, the smoke evacuation vents open, the electromagnets deactivate, the pressurization fans in the emergency stairwells activate, the elevators return to the main floor. The fire doors close.
- The supply of gas to kitchens is interrupted due to the alarm and remains deactivated until the incident is resolved.
- Emergency personnel are fully equipped with a variety of methods for communications.

EMERGENCY PROCEDURES ORGANIZATIONAL CHART



WHAT TO DO IN CASE OF SMOKE OR FLAMES

- Pull the (red) manual fire alarm.
- Alert the SOC at (514) 871-3141 or at 555 on a house phone.
- Use the proper fire extinguisher, if possible, to put out the fire.
- Evacuate and leave the Palais by the nearest exit. Close the doors when leaving the premises.

WHAT TO DO WHEN YOU HEAR THE GENERAL ALARM

(Timed--Alarm will sound 3 times followed by a pause.)

- Meet with your Floor Warden (*Event Coordinator*).
- Listen carefully to the message and instructions on the PA system.
- Evacuate and leave the building by the nearest exit.
- The monitors (*Reception personnel*) and the searchers (*Security Officers and First Responders*) will provide assistance to delegates and persons of limited mobility.
- Close the doors and leave the premises. Do not use the elevators. Note: The roof is not a fire escape.
- Move away from the building and head to one of the following designated meeting points:
 - *Complexe Guy Favreau located to the north of the Palais*
 - *Place Jean-Paul Riopelle, west of the Palais / corner of Bleury, Viger and Saint-Antoine*
 - *Park facing Place d'Armes metro, east of the Palais/ corner of Viger and Saint-Urbain*

WHAT TO DO WHEN YOU DISCOVER A SUSPICIOUS PACKAGE / BOMB SCARE

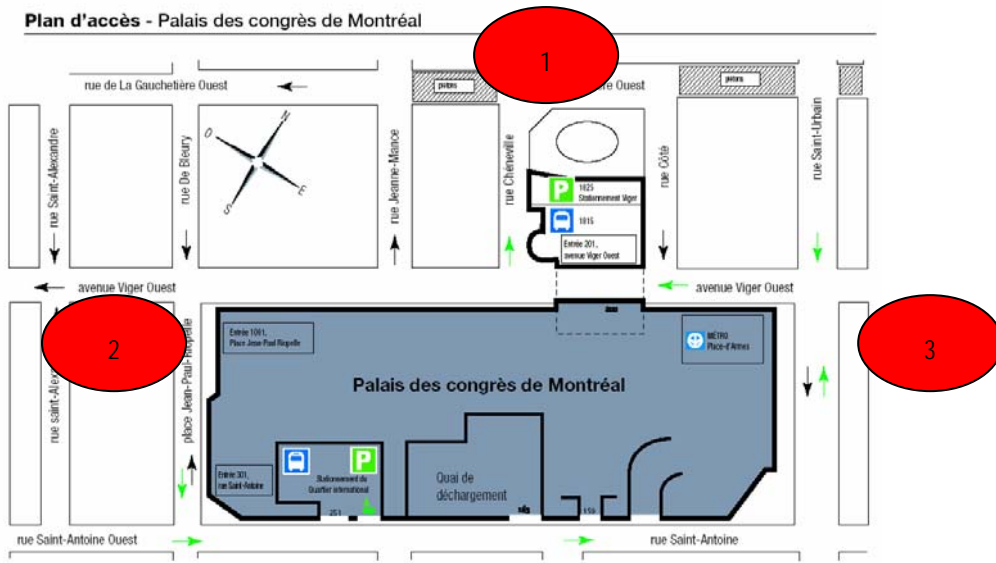
- Alert the SOC at (514) 871-3141 or at 555 on the house phone.
- Immediately turn off all communication devices (two-way radios, cell phones).
- Remain calm, move away from the suspicious package and wait there for instructions from the Security Department.
- If you have to evacuate and leave the Palais, please proceed by the nearest exit.
- Close the doors when leaving the premises.
- You may reactivate your cell phone or other device only when you are outside the building.

WHAT TO DO WHEN YOU DISCOVER A DANGEROUS SITUATION

(*Water or gas leak, natural or human disaster, etc.*)

- Alert the SOC at (514) 871-3141 or at 555 on the house phone.
- Immediately turn off all communication devices (two-way radios, cell phones) if it is a gas leak. Remain calm and wait there for instructions from the Security Department.
- If you have to evacuate and leave the Palais, please proceed to the nearest exit.
- Close the doors when leaving the premises.
- You may reactivate your cell phone or other device only when you are outside the building.

PLANS: Palais des congrès – LEVEL 1 WITH DESIGNATED MEETING POINTS



PHOTOS OF MEETING POINTS



1- Complexe Guy Favreau

2-Place Jean-Paul Riopelle

3-Park (Viger Avenue and Saint-Urbain

Street)

EXPLANATORY PHOTOS



Emergency exit

Manual pull fire alarm

Strobe

Security Officer

WHAT TO DO WHEN REENTERING THE BUILDING

- Once you have arrived at your meeting point, a Palais representative will keep you informed on developments as to when and by what location you may reenter the building.
- You may contact (514) 868-6677 (return to operations) to obtain information in the event the Palais must use its continuity plan (major emergency).

IMPORTANT REMINDER

It is important to know the location of emergency equipment. Take a few minutes to locate the following equipment near your meeting room.

- Manual pull fire alarm
- Evacuation plan
- Fire extinguisher
- Fire box
- Emergency exit
- Designated meeting point outside the building