

## After



To: All employees  
From: The General Safety Officer  
Subject: **Amendment to the Building Emergency Evacuation Plan**

---

### Two-stage alarm system

This building is now equipped with a two-stage fire alarm system comprised of:

- Stage 1, “**Tone**” – meaning standby – await emergency instructions; and
  - Stage 2, “**Whoop**” – meaning evacuate immediately.
- 

### Principles of evacuation

Do not use the:

- **elevator** unless authorized by the Fire Chief; and
  - **main entrance** of the building, since this is used by emergency personnel.
- 

### Evacuation of the building

Personnel are to follow these procedures upon hearing an alarm over the voice communication system.

Step	Action	
1	Stop work immediately upon hearing an alarm. <b>Note:</b> If you are not at your desk, then go to step 4.	
2	Secure (if possible) all files and materials to prevent fire or water damage.	
3	Do not use emergency or normal telephone lines.	
4	Walk to the nearest stairwell.	
	<b>If the fire alarm is a ...</b>	<b>then ...</b>
	tone	1. form a line; and 2. standby for further instructions via the: <ul style="list-style-type: none"><li>• voice communication system, or</li><li>• your Floor Fire Warden.</li></ul>
whoop	1. exit the building immediately; and 2. move to the assembly point in the parking lot.	

---

### Practice

A practice of these procedures will take place within the next 2 weeks.

---

### Point of contact

If you have any questions, please contact your Floor Fire Warden.

---