

The building 2714 Complex, 2715, 2715A evacuation exercise will be **Tuesday, November 27, at 9:00 a.m.** Please ensure you're familiar with evacuation routes and emergency exits. Know more than one way out. For your reference, the evacuation posters and emergency instructions are located throughout the facility and on the [ORO Intranet](#). The evacuation instructions are also provided below for your convenience.

Evacuation Instructions

When the fire alarm sounds or if notified to evacuate:

1. Proceed promptly (do not run) out the nearest exit.
2. Report to the designated assembly area.
3. Remain at the assembly area until the "all clear" is announced, or until you are otherwise directed by an Emergency Response Organization member.

A command post is established in the parking lot. The Senior Evacuation Monitor proceeds to this location to receive zone status reports from the Evacuation Monitors. Depending on the event, other Emergency Response Organization members may respond.

Other important evacuation instructions:

- Leave all doors unlocked and close only to contain a fire.
- Be aware of physically-impaired persons and assist, as needed.
- If you encounter unsafe conditions (smoke, fire, blocked passageways), proceed out the next exit, alerting others of the unsafe conditions.
- Report conditions encountered (fire, smoke, damage, injured/trapped persons) to the command post.
- Remain at your assembly area, do not block driveways and roads, and do not leave until the "all clear" is announced or otherwise directed by an Emergency Response Organization member. This is for the safety of arriving responders and other persons in the parking lot area.
- Do not reenter the evacuated building until an "all clear" is announced or otherwise directed by an Emergency Response Organization member.

Thank you for your cooperation,

Pauline Douglas
Assistant Manager for Security and Emergency Management