

Conference Centre Emergency Evacuation Procedures as Provided by SSG

Disclaimer:

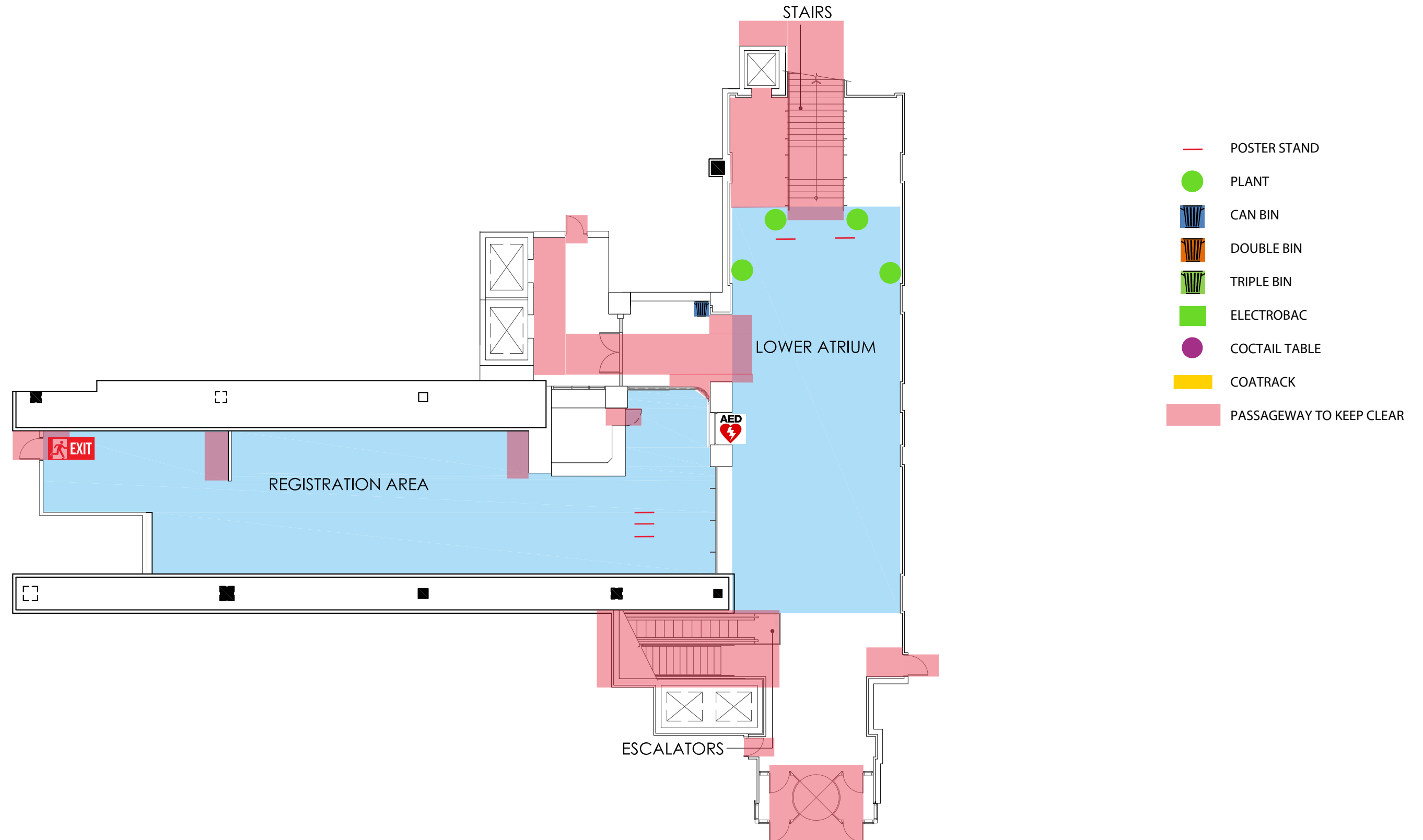
This is a document created and maintained by Conference Services (COS) in line with emergency and evacuation procedures under the provision of the Safety & Security and General Services (SSG) Unit.

There are no Conference Rooms on Level A. In case of emergency, please remain calm and listen carefully to the Public Address (PA) System for instructions to follow.

More information on the emergency evacuation procedures is available at oaci.sharepoint.com/sites/CSG.

(last updated on Feb 20, 2024)

ICAO Conference Centre Level A



CR3 (Roberto Kobeh Chamber):

The person reading the information below should be standing on the stage, and show where the **exits** are located to all participants at the beginning of each meeting and on a daily basis. Please refer to the floor plan.

In the very unlikely event of an emergency, I would like to identify to you the **exits** of this conference room.

1. Two **exits** are located at the front on the right and left;
2. Two **exits** are located at the back of the room on the right and left;
3. Once you have exited the conference room, locate the closest **emergency exit**;
4. Please familiarize yourself with the Evacuation Plan of the building located beside each exit door;
5. Use the stairwells for evacuation, not the elevators;
6. Evacuate the building immediately upon hearing the fire alarm;
7. Follow instruction from the fire wardens;
8. The meeting point is located at Square Victoria.

1st Floor Foyer:

The person reading the information below should be standing on the bridge, and show where the **emergency exits** are located to all participants at the beginning of each meeting and on a daily basis. Please refer to the floor plan.

In the very unlikely event of an emergency, I would like to identify to you the **emergency exits** of this Foyer.

1. One **emergency exit** is located on your left-hand side of the Foyer (Robert-Bourassa Street);
2. One **emergency exit** is located on your right-hand side of the Foyer (Saint-Antoine Street);
3. Please familiarize yourself with the Evacuation Plan of the building located beside each exit door;
4. Use the stairwells for evacuation, not the elevators;
5. Evacuate the building immediately upon hearing the fire alarm;
6. Follow instruction from the fire wardens;
7. The meeting point is located at Square Victoria.

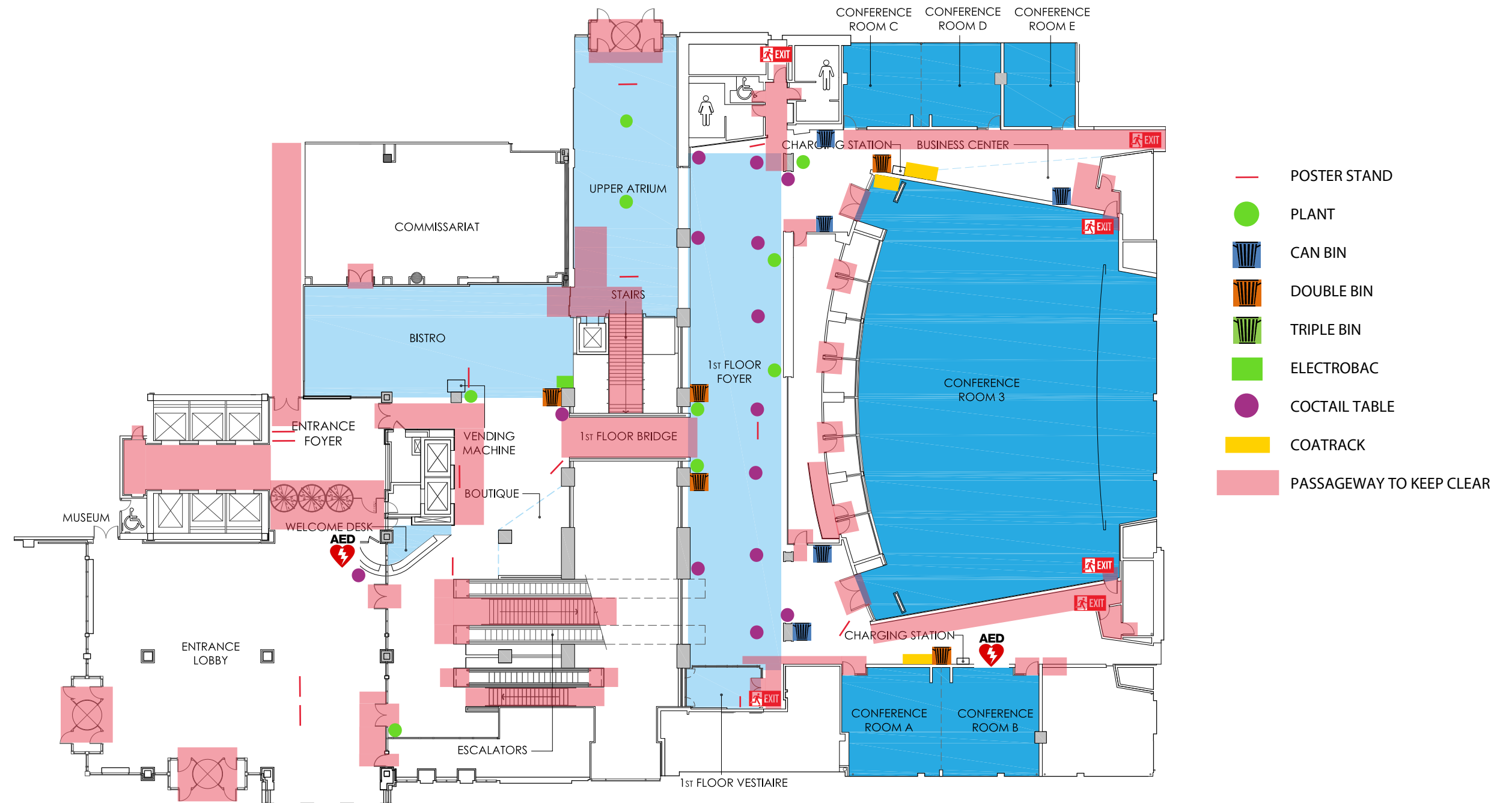
Conference Rooms (non-fixed seats) – CR A, CR B, CR C, CR D, CR E

The person reading the information below should be standing by the main entrance of the room, and show where the **exit** is located to all participants at the beginning of each meeting and on a daily basis. Please refer to the floor plan.

In the very unlikely event of an emergency, I would like to identify to you the **exit** of the conference rooms.

1. The only **exit** of the conference room is through the main door;
2. Once you have exited the conference room, locate the closest **emergency exit**;
3. Please familiarize yourself with the Evacuation Plan of the building located beside each exit door;
4. Use the stairwells for evacuation, not the elevators;
5. Evacuate the building immediately upon hearing the fire alarm;
6. Follow instructions from the fire wardens;
7. The meeting point is located at Square Victoria.

ICAO Conference Centre 1st Floor



CR 5:

The person reading the information below should be standing at the head table, and show where the **exits** are located to all participants at the beginning of each meeting and on a daily basis. Please refer to the floor plan.

In the very unlikely event of an emergency, I would like to identify to you the **exits** of the conference room.

1. One **exit** is located on the right-hand side of the room;
2. The main door of the conference room can also be used to exit;
3. Once you have exited the conference room, locate the closest **emergency exit**;
4. Please familiarize yourself with the Evacuation Plan of the building located beside each exit door;
5. Use the stairwells for evacuation, not the elevators;
6. Evacuate the building immediately upon hearing the fire alarm;
7. Follow instructions from the fire wardens;
8. The meeting point is located at Square Victoria.

CR 6 (Morocco Room):

The person reading the information below should be standing by the main entrance of the room, and show where the **exits** are located to all participants at the beginning of each meeting and on a daily basis. Please refer to the floor plan.

In the very unlikely event of an emergency, I would like to identify to you the **exits** of the conference room.

1. One **exit** is located at the back of the room;
2. The main door of the conference room can also be used to exit;
3. Once you have exited the conference room, locate the closest **emergency exit**;
4. Please familiarize yourself with the Evacuation Plan of the building located beside each exit door;
5. Use the stairwells for evacuation, not the elevators;
6. Evacuate the building immediately upon hearing the fire alarm;
7. Follow instructions from the fire wardens;
8. The meeting point is located at Square Victoria.

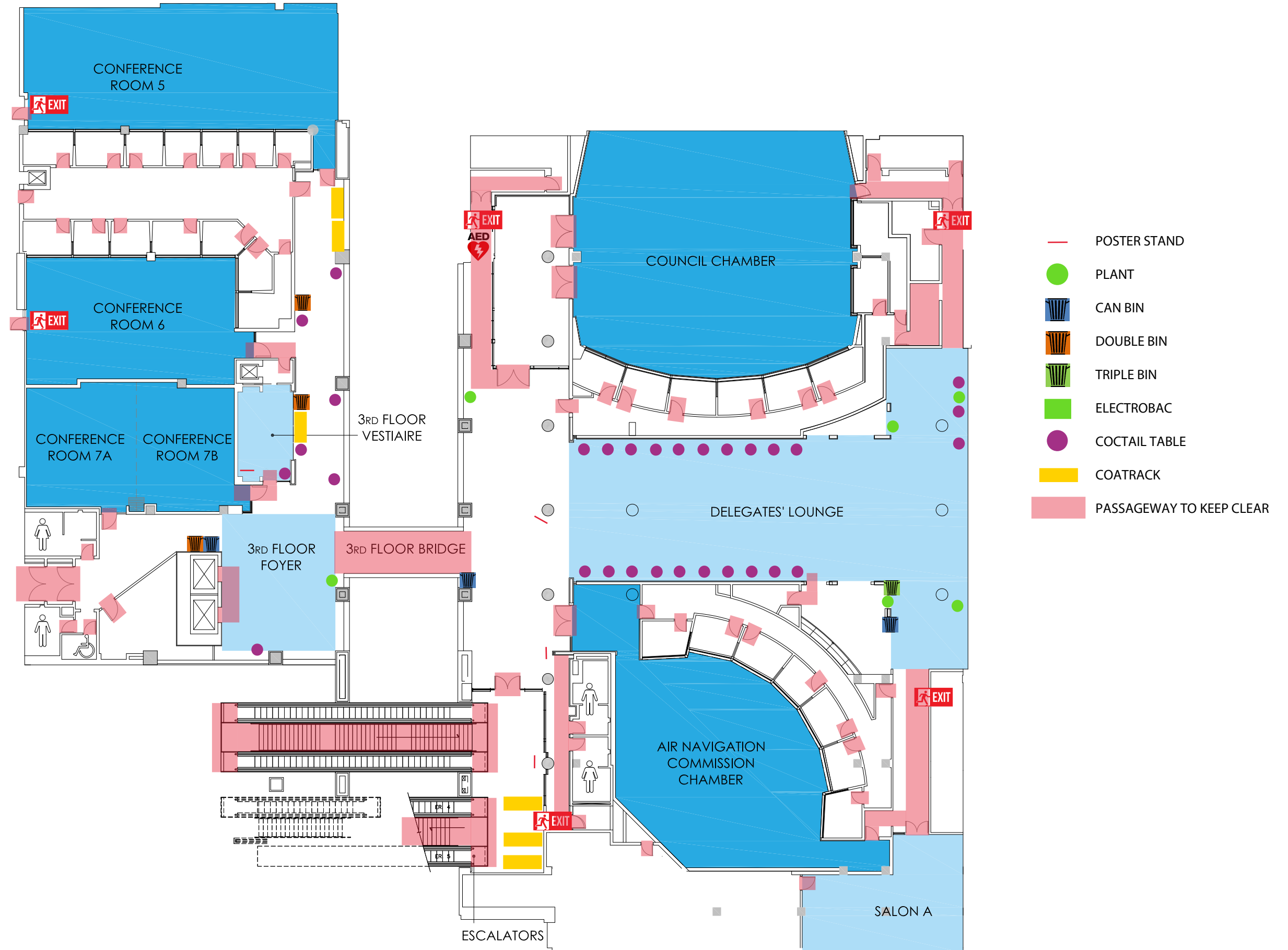
Conference Rooms (non-fixed seats) – CR 7A, CR 7B

The person reading the information below should be standing by the main entrance of the room, and show where the **exit** is located to all participants at the beginning of each meeting and on a daily basis. Please refer to the floor plan.

In the very unlikely event of an emergency, I would like to identify to you the **exit** of the conference rooms.

1. The only **exit** of the conference room is through the main door;
2. Once you have exited the conference room, locate the closest **emergency exit**;
3. Please familiarize yourself with the Evacuation Plan of the building located beside each exit door;
4. Use the stairwells for evacuation, not the elevators;
5. Evacuate the building immediately upon hearing the fire alarm;
6. Follow instructions from the fire wardens;
7. The meeting point is located at Square Victoria.

ICAO Conference Centre 3rd Floor



CR1/CR2 (Assembly Hall):

The person reading the information below should be standing on the stage, and show where the **emergency exits** are located to all participants at the beginning of each meeting and on a daily basis. Please refer to the floor plan.

In the very unlikely event of an emergency, I would like to identify to you the **emergency exits** of this conference room and the Foyer.

1. Two **emergency exits** are located at the back on the right and left-hand side;
2. The main doors of the conference room can also be used to exit;
3. Once you have exited the conference room, one **emergency exit** is located at the left-hand side of the Foyer (Saint-Antoine Street) and two **emergency exits** are located behind the glass doors of the Foyer;
4. Please familiarize yourself with the Evacuation Plan of the building located beside each exit door;
5. Use the stairwells for evacuation, not the elevators;
6. Evacuate the building immediately upon hearing the fire alarm;
7. Follow instructions from the fire wardens;
8. The meeting point is located at Square Victoria.

4th Floor Foyer (Conference Side):

The person reading the information below should be standing in front of the entrance doors of CR1 and CR2, and show where the **emergency exits** are located to all participants at the beginning of each meeting and on a daily basis. Please refer to the floor plan.

In the very unlikely event of an emergency, I would like to identify to you the **emergency exits** of the Foyer.

1. One **emergency exit** is located at the left-hand side of the Foyer (Saint-Antoine Street);
2. Two **emergency exits** are located behind the glass doors of the Foyer;
3. Please familiarize yourself with the Evacuation Plan of the building located beside each exit door;
4. Use the stairwells for evacuation, not the elevators;
5. Evacuate the building immediately upon hearing the fire alarm;
6. Follow instructions from the fire wardens;
7. The meeting point is located at Square Victoria.

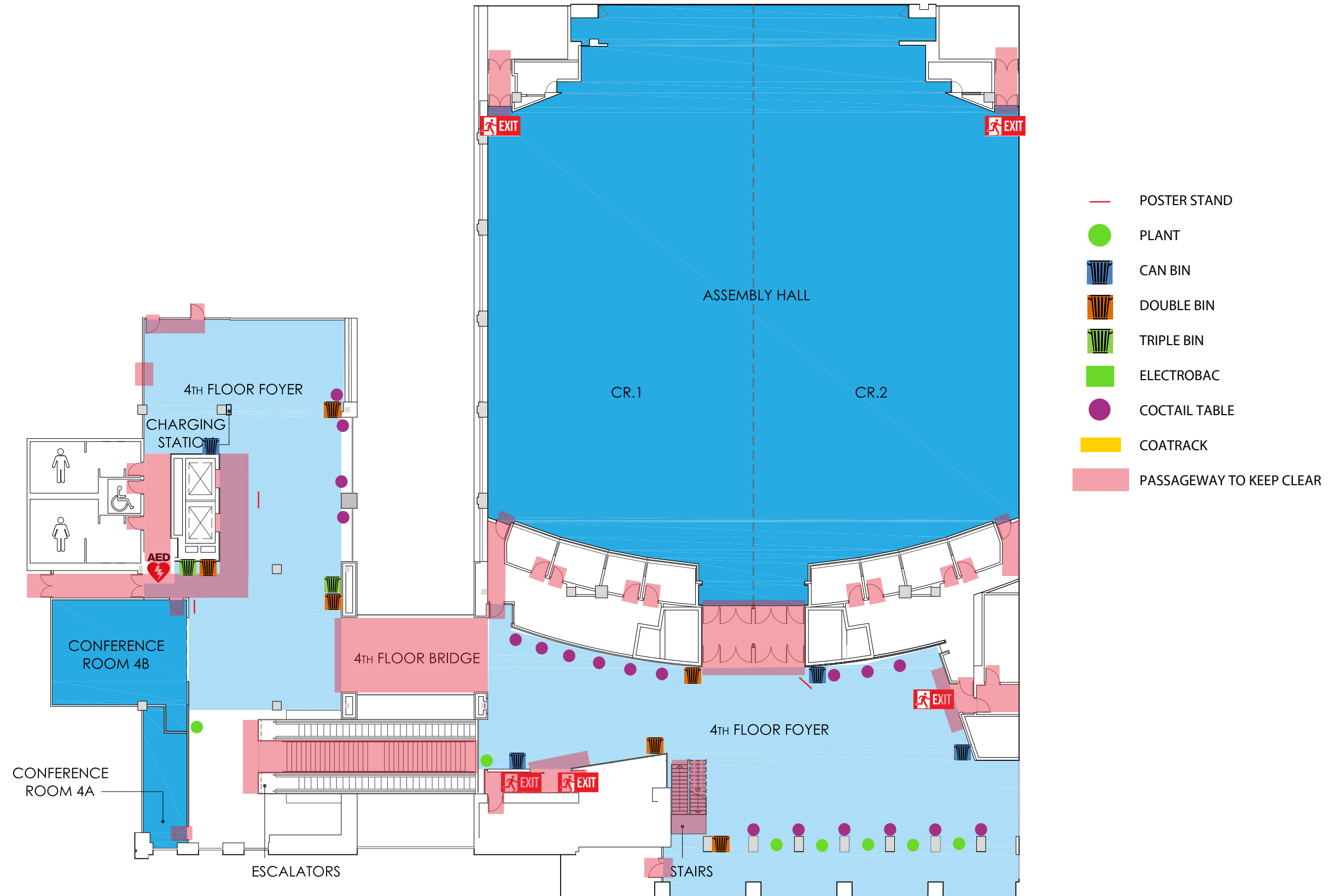
Conference Rooms (non-fixed seats) – CR 4B

The person reading the information below should be standing by the main entrance of the room, and show where the **exit** is located to all participants at the beginning of each meeting and on a daily basis. Please refer to the floor plan.

In the very unlikely event of an emergency, I would like to identify to you the **exit** of the conference rooms.

1. The only **exit** of the conference room is through the main door;
2. Once you have exited the conference room, locate the closest **emergency exit**;
3. Please familiarize yourself with the Evacuation Plan of the building located beside each exit door;
4. Use the stairwells for evacuation, not the elevators;
5. Evacuate the building immediately upon hearing the fire alarm;
6. Follow instructions from the fire wardens;
7. The meeting point is located at Square Victoria.

ICAO Conference Centre 4th Floor



Terrace:

The person reading the information below should be standing by the main entrance of the Terrace by the Cafeteria, and show where the **exits** are located to all participants at the beginning of each social function. Please refer to the floor plan.

In the very unlikely event of an emergency, I would like to identify to you the **exits** of the Terrace.

1. One **exit** is located at the front where I am standing now;
2. One **exit** is located at the back of the Terrace on your right-hand side;
3. Once you have exited the Terrace, locate the closest **emergency exit**;
4. Please familiarize yourself with the Evacuation Plan of the building located beside each exit door;
5. Use the stairwells for evacuation, not the elevators;
6. Evacuate the building immediately upon hearing the fire alarm;
7. Follow instruction from the fire wardens;
8. The meeting point is located at Square Victoria.

Conference Rooms (non-fixed seats) – CR 5B, MR. 5.25

The person reading the information below should be standing by the main entrance of the room, and show where the **exit** is located to all participants at the beginning of each meeting and on a daily basis. Please refer to the floor plan.

In the very unlikely event of an emergency, I would like to identify to you the **exit** of the conference rooms.

1. The only **exit** of the conference room is through the main door;
2. Once you have exited the conference room, locate the closest **emergency exit**;
3. Please familiarize yourself with the Evacuation Plan of the building located beside each exit door;
4. Use the stairwells for evacuation, not the elevators;
5. Evacuate the building immediately upon hearing the fire alarm;
6. Follow instructions from the fire wardens;
7. The meeting point is located at Square Victoria.

ICAO Conference Centre 5th Floor

