

SECTION THREE

SECURITY & LIFE SAFETY

SECURITY AND LIFE SAFETY PROCEDURES

Property Management will exert every effort to provide security to the premises, and physical supervision and support to the life safety features incorporated into 33 Yonge Street.

In certain areas, however, it is essential that each tenant assist us in this program by:

- Permitting staff to participate as fire wardens and assistants in the fire prevention program;
- Keeping corridors clear of obstruction such as furniture, cardboard boxes or storage;
- Not blocking fire hose cabinets with furniture;
- Not obstructing sprinklers;
- Locking premises after normal business hours;
- Ensuring all building access cards are accounted for and lost or stolen cards are promptly reported to Tenant Service Centre at **(416) 363-9924**.
- Report solicitors, suspicious persons, or loiterers in tenant areas to the Tenant Service Centre at **(416) 363-9924**.

In-house seminar presentations are available through the Property Management office. These seminars cover all aspects of Personal and Workplace Security, as well as discussing computer/information security and crime prevention. Please contact the Property Manager to make arrangements for Security Awareness presentations.

GWL Realty Advisors is also able to perform Security and Risk Assessment surveys of your premises. Further information regarding the details and costs of this service is available through the Property Management Office at **(416) 363-9924**.

EMERGENCY PROCEDURES

The 33 Yonge Street has a well-established Fire and Life Safety Plan. Fire Drills are conducted annually, and participation in both the pre-drill training and actual drills is mandatory. A copy of the Emergency Procedures Manual has been included with this Tenant Manual; additional copies can be requested through the Tenant Services line, building web site, or contact the Property Manager for an electronic version.

In-house seminar presentations are available through the Property Management office. These seminars cover all aspects of Emergency Planning and Life Safety, including Fire Safety, Bomb Threats, and Earthquakes. Please contact the Property Manager to make arrangements for these presentations.

FIRE WARDEN LIST

As part of the Fire and Life Safety Plan, the Property Management office is required to maintain a current listing of all Tenant Emergency Representatives. Please relay any changes in this information immediately to Tenant Services for inclusion in our registry.

EMERGENCY TENANT CONTACT LIST

GWL Realty Advisors maintains a complete registry of Emergency Contacts for each Tenant. This listing contains the name(s) of authorized representatives who would be contacted in the event of an emergency, or other significant event at the property. The persons listed are generally authorized to allow access to the suite in the event that employees get locked out or forget their keys and/or Building Passcard. Please relay any changes in this information immediately to Tenant Services for inclusion in our registry.