<table>
<thead>
<tr>
<th><strong>Title:</strong></th>
<th>ELLIOTT Building – Coring for Chiller Pipes in Stairwell 1</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Location:</strong></td>
<td>Elliott Building – Stairwell 1 (see attached sketch)</td>
</tr>
<tr>
<td><strong>Description:</strong></td>
<td>Facilities Management and Kinetic Construction Ltd. will be coring for the new chilled water piping loops in Elliott Stairwell 1 on the evening of Monday April 23, between 6pm and 11pm. Stairwell 1 will be closed during this time for non-emergency egress. Caution tape will be in place to restrict access, and maps will be posted on each floor directing building users to near-by alternative exits.</td>
</tr>
<tr>
<td><strong>Time frame:</strong></td>
<td>Monday, April 23, 2018, 6:00pm – 11:00pm</td>
</tr>
<tr>
<td><strong>FMGT contact:</strong></td>
<td>David Hill, Senior Project Manager</td>
</tr>
<tr>
<td><strong>Secondary contact:</strong></td>
<td>Scott Kingham, Project Manager</td>
</tr>
<tr>
<td><strong>Email address:</strong></td>
<td><a href="mailto:david.hill@colliersprojectleaders.com">david.hill@colliersprojectleaders.com</a></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:skingham@uvic.ca">skingham@uvic.ca</a></td>
</tr>
<tr>
<td><strong>Phone:</strong></td>
<td>David Hill: 250-721-7169 / 250-580-4939</td>
</tr>
<tr>
<td></td>
<td>Scott Kingham: 250-472-5646 / 250-507-3146</td>
</tr>
</tbody>
</table>
**If You See a Fire or Smell Smoke:**
1. Activate the nearest fire alarm pull station.
2. Call 911 and Campus Security Services at (250) 721-7599.
3. Evacuate the building and go to the nearest designated Emergency Assembly Point.
4. Follow the instructions of the Emergency Floor Coordinator(s).
5. Use only the exit stairs and exit doors to leave the building.
6. Never use the elevator during an emergency.
7. Once outside the building, proceed to the nearest designated emergency assembly point.
8. Do not go back into the building for any reason until instructed by Fire Department or Campus Security Services personnel.

**If You Hear a Fire Alarm Evacuation Signal:**
1. Use only the exit stairs and exit doors to leave the building.
2. Never use the elevator during an emergency.
3. Once outside the building, proceed to the nearest designated emergency assembly point.
4. Do not go back into the building for any reason until instructed by Fire Department or Campus Security Services personnel.

**In Case of Earthquake:**
1. At the first sign of shaking, drop, cover and hold.
2. When shaking stops, follow building emergency procedure.
University of Victoria

Temporary Evacuation Plan

Elliott Building #116

Level 1

STAIR 1 CLOSED

Monday April 23, 2018
6:00 p.m. to 11:00 p.m.
Use Alternate Exit

If You See a Fire or Smell Smoke:

1. Activate the nearest fire alarm pull station.
2. Call 911 and Campus Security Services at (250) 721-7599.
3. Evacuate the building and go to the nearest designated Emergency Assembly Point.
4. Follow the instructions of the Emergency Floor Coordinator(s).
5. Use only the exit stairs and exit doors to leave the building.
6. Never use the elevator during an emergency. Report to Fire Department or Campus Security Services personnel.

If You Hear a Fire Alarm Evacuation Signal:

1. Use only the exit stairs and exit doors to leave the building.
2. Never use the elevator during an emergency.
3. Once outside the building, proceed to the nearest designated emergency assembly point.
4. Do not go back into the building for any reason until instructed by Fire Department or Campus Security Services personnel.

In Case of Earthquake:

1. At the first sign of shaking, drop, cover and hold.
2. When shaking stops, follow building emergency procedure.

Revised April 2018
Temporary Evacuation Plan

Elliott Building #116
Level 2

STAIR 1 CLOSED
Monday April 23, 2018
6:00 p.m. to 11:00 p.m.
Use Alternate Exit

If You See a Fire or Smell Smoke:
1. Activate the nearest fire alarm pull station.
2. Call 911 and Campus Security Services at (250) 721-7599.
3. Evacuate the building and go to the nearest designated Emergency Assembly Point.
4. Follow the instructions of the Emergency Floor Coordinator(s).
5. Use only the exit stairs and exit doors to leave the building.
6. Never use the elevator during an emergency. Report to Fire Department or Campus Security Services personnel.

If You Hear a Fire Alarm Evacuation Signal:
1. Use only the exit stairs and exit doors to leave the building.
2. Never use the elevator during an emergency.
3. Once outside the building, proceed to the nearest designated emergency assembly point.
4. Do not go back into the building for any reason until instructed by Fire Department or Campus Security Services personnel.

In Case of Earthquake:
1. At the first sign of shaking, drop, cover and hold.
2. When shaking stops, follow building emergency procedure.
If You See a Fire or Smell Smoke:
1. Activate the nearest fire alarm pull station.
2. Call 911 and Campus Security Services at (250) 721-7599.
3. Evacuate the building and go to the nearest designated Emergency Assembly Point.
4. Follow the instructions of the Emergency Floor Coordinator(s).
5. Use only the exit stairs and exit doors to leave the building.
6. Never use the elevator during an emergency. Report to Fire Department or Campus Security Services personnel.

If You Hear a Fire Alarm Evacuation Signal:
1. Use only the exit stairs and exit doors to leave the building.
2. Never use the elevator during an emergency.
3. Once outside the building, proceed to the nearest designated emergency assembly point.
4. Do not go back into the building for any reason until instructed by Fire Department or Campus Security Services personnel.

In Case of Earthquake:
1. At the first sign of shaking, drop, cover and hold.
2. When shaking stops, follow building emergency procedure.

STAIR 1 CLOSED
Monday April 23, 2018
6:00 p.m. to 11:00 p.m.
Use Alternate Exit

Revised April 2018