

**Ontario Investment and Trade Centre (OITC)
Fire and Emergency Evacuation Procedures
Onsite Client Contact**

This document has been prepared to inform you of the emergency evacuation procedures that are in place at the Ontario Investment and Trade Centre (OITC). Please take a moment to familiarize yourself and your guests with these procedures. Please ensure that you are in attendance for the duration of your meeting(s) and that you are the last to leave upon completion of the event(s).

Prior to each meeting, the organization’s onsite client contact is required to:

1. Meet with an OITC Client Services representative to discuss the OITC’s emergency procedures.
2. Provide OITC Client Services representative with information on any person(s) requiring special assistance in the event of an emergency evacuation.
3. Inform guests that emergency procedures and exit strategy information is available in all meeting rooms.
4. Be aware of the location of the OITC’s emergency evacuation map in each room you occupy at the OITC.
5. Maintain an accurate list of event attendees so that if the need to evacuate occurs, all guests are accounted for at the designated **Emergency Meeting Area**.
6. Inform your guests of the OITC’s designated **Emergency Meeting Area** which is located at:

Trinity Square Courtyard

In the event of an evacuation:

1. Listen for evacuation instructions over the building’s public address system and follow all instructions.
2. OITC Fire Wardens (identified by the neon, reflective vests) will direct you and your guests to the nearest exit. Upon exiting the building, go directly to the designated **Emergency Meeting Area** and take attendance of your guests.