

Council Fire Evacuation Plan Please refer to the plan below and the attached meeting spot map	
1	Exit the boardroom through North exit (closest to kitchenette).
2	Enter the stairwell located directly to the left of the North exit.
3	Exit stairwell in a side by side manner, using the full width of the stairwell.
4	Remain calm and continue down the stairwell.
5	Exit the building using door directly in front of the last stairwell.
6	Proceed to meeting spot by going left on Sheppard Avenue.
7	Turn right on Richmond Street West.
8	At intersection of Richmond and York Street, cross at lights to North side of street.
9	Enter through the main entrance of the Sheraton hotel at Queen and York Street.
10	Meet at the Sheraton Centre Hotel, Sheraton Link Café (ground level near the hotel elevators).

Staff Responsibilities	
Check men's washroom	Fazal
Check women's washroom	Melanie
Hold open door to stairwell	Michelle
Lead the way to meeting place	Fazal and Melanie
Hold open door to street exit (until last person/fire warden exits)	Carolyn
Final check of meeting rooms and boardroom	Maureen (Fire Warden)
Take attendance at meeting spot (using meeting sign-in sheet)	Maureen (Fire Warden)

Council Fire Evacuation Plan Map

Meeting Place: Sheraton Centre Hotel, Sheraton Link Café

