

STOCK EXCHANGE TOWER TENANT MANUALS



SAFETY

EMERGENCY FLOOR WARDEN
EMERGENCY PROCEDURES
EMERGENCY TELEPHONE NUMBERS
EMERGENCY TENANT CONTACT LIST
SECURITY AND LIFE SAFETY PROCEDURES

EMERGENCY FLOOR WARDEN TEAM

As a required safety precaution, each floor shall have two (2) Fire Wardens and two (2) Assistant Fire Wardens. The Property Management office is required to maintain a current listing of all Tenant Emergency Representatives. Please relay any changes in this information to the Security Desk at (403) 777-5883 for inclusion in our registry.

EMERGENCY PROCEDURES

Stock Exchange Tower has a well-established Fire and Life Safety Plan. Fire Drills are conducted annually, and participation in both the pre-drill briefings and actual drills is mandatory. A copy of the Emergency Response Plan has been included with this Tenant Manual; additional copies can be requested through the Manager, Security & Life Safety at (403) 216-3988.

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 and Bomb Threats. Please contact the Manager, Security & Life Safety at (403) 216-3988 for more information.

EMERGENCY TELEPHONE NUMBERS

Ambulance, Police and Fire
t.911

Calgary Police Service (non-emergency)
t.(403) 266-1234

Alberta Poison & Drug Information
t.(403) 670-1414

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



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suite in the event that employees get locked out or forget their keys and/or Access Card. Please relay any changes in this information immediately to the Security Desk at (403) 777-5883 for inclusion in our registry

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 Stock Exchange Tower.

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 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 the Security Desk at (403) 777-5883.
- Report solicitors, suspicious persons, or loiterers in tenant areas to the Security Desk at (403) 777-5883.

In-house seminar presentation information is available through the Manager, Security & Life Safety at (403) 216-3988. These seminars cover all aspects of Personal and Workplace Security, as well as discussing computer/information security and crime prevention