

**CUPE BC Division Office Action Plan Protocol
Emergency Action Plan & Protocol & Automatic External Defibrillator (AED)
6222 Willingdon Avenue, Burnaby**

Person witnessing medical emergency

- Ask reception to call 911
- Clearly give the location (6222 Willingdon Avenue, Burnaby – 4th Floor), access and meeting point, and type (if known) of medical emergency
- Designate one person to meet the emergency responders (***enter via the ground floor concourse parking lot off Cassie Street***)
- Make sure you are safe and stay with patient until help arrives
- If person is unresponsive with no signs of NORMAL breathing – immediated start CPR/AED

AED Locations

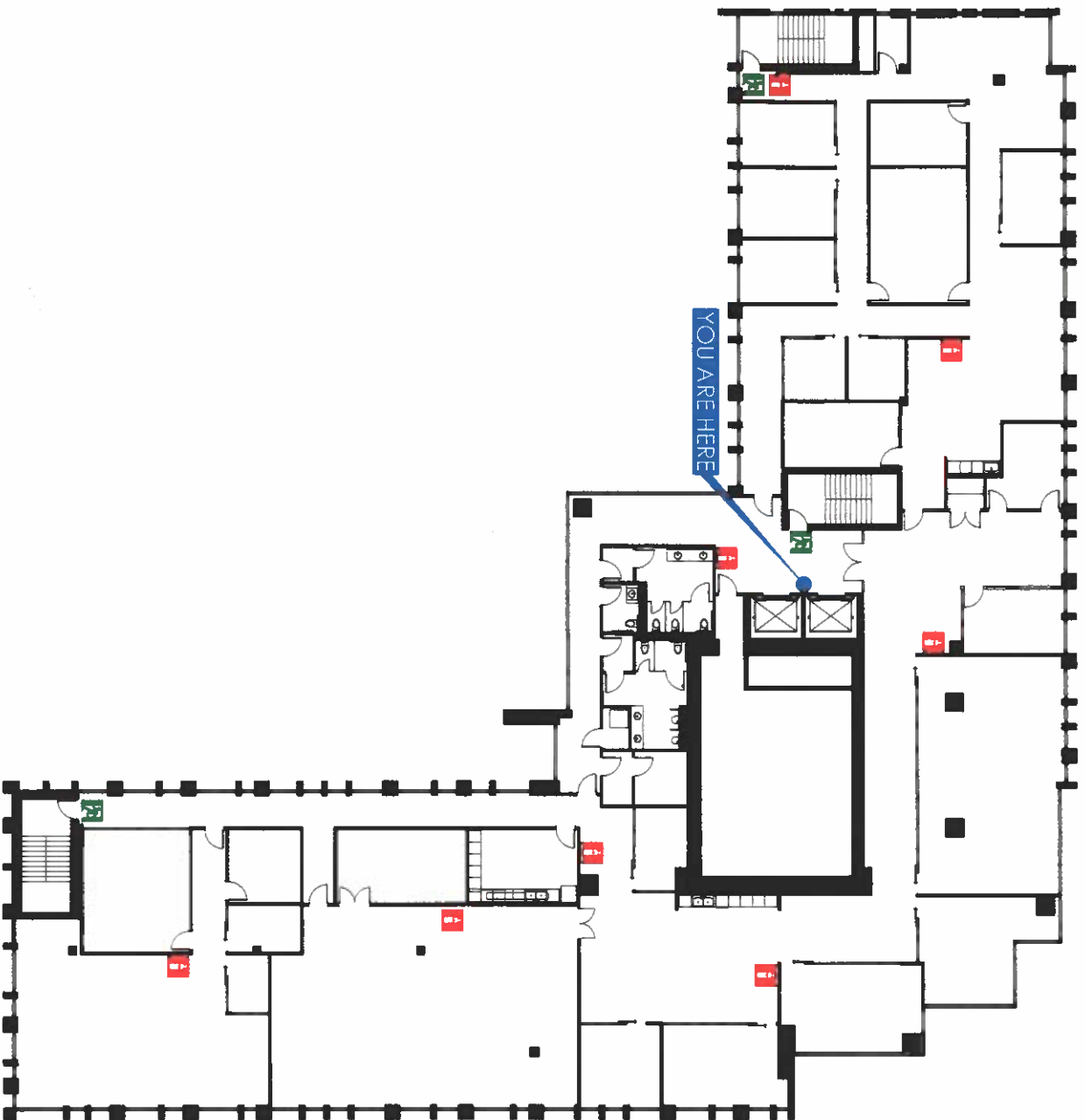
1. 4th floor at reception waiting area.
2. 4th floor outside the Mountain View Boardroom doors.

Fire Protocol

- Ask reception to call 911
- Clearly give the location (6222 Willingdon Avenue, Burnaby – 4th Floor), access and meeting point
- Exit through the 2 green marked stairwells (attached) – DO NOT use elevators
- Fire extinguisher locations (attached)
- The muster station is across Beresford Street on the sidewalk

FIRE ESCAPE PLAN - CUPE

4th FLOOR - 6200 WILLINGDON AVE, BURNABY, BC



LEGEND

- YOUR LOCATION
- 🚪 EMERGENCY EXIT
- 🔥 FIRE EXTINGUISHER