If you notice unusual odours in your area

1. If you are feeling ill, advise others to leave and then leave the immediate area.
2. Call the Facilities Call Centre at **514-398-4555**.
3. Clearly identify the location of the odour.

The Facilities Call Centre is staffed Monday to Friday from 7:30 am to 10:00 pm. If the FCC operator is not on duty, the calls are directed to Security.

NATURAL GAS

If you note a heavy gas or rotten egg odour

1. Do not activate the fire alarm or turn on or off any lights, electrical appliances or cell phones.
2. Evacuate the building immediately, alerting co-workers via word-of-mouth.
3. Once outside, move away from the building.
4. From a safe location, contact Security at **514-398-3000** (Downtown) or **514-398-7777** (Macdonald).
5. Do not re-enter the building until instructed to do so by Security.

Water Damage

If you notice a flood or water leak

1. If there are electrical outlets or appliances near the leak, do not approach the water.
2. Call Facilities Call Centre at **514-398-4555**.
3. Indicate the exact location and severity of the leak.
4. If there is any possible danger, evacuate the area.
5. If you know the source of the water and are confident in your ability to stop it (i.e. by unclogging the drain, turning off the water, etc.), do so cautiously.