Odour Reports

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.