

## PORT ELGIN, CANADA



### **Westinghouse Electric Canada Company**

P.O. Box 971  
5102 Goderich Street (Hwy 21)  
Port Elgin, Ontario N0H 2C0 Canada

### **Business Hours**

Regular business hours are Monday - Thursday, 7:30 AM – 4:45 PM and Friday, 7:30 AM – 12:30 PM

### **Security**

Visitor parking is located along the front and rear of the building. Please back into parking spaces.

Call your Port Elgin site contact when you arrive. The facility utilizes card readers to gain access. You will either need to set up access through the SCC, or your site contact will allow you entry into the building.



Once you are inside the building, record your name and time of arrival in the mobile employee binder located at the front employee entrance. It is important that all visiting WEC employees do this as the information is used for accounting during an emergency evacuation.

### **Emergencies**

The emergency accounting area is located at the west end of the parking lot near the transformer and sidewalk. In the event of an emergency:

- Call 9-9-1-1 from an office landline or 9-1-1 from your mobile phone.
- Evacuate the building to the east parking lot
- If you saw what happened, report the location and extent of the fire to a Fire Marshal.

#### Emergency Situations – Medical

- A list of first aid trained individuals is in the kitchenette.
- For minor injuries contact a First Aid trained individual
- For emergencies contact a First Aid trained individual and call 9-9-1-1 from an office landline or 9-1-1 from your mobile phone.

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## Designated Assembly Areas

When you hear the alarm, please evacuate the building immediately. Move away from the building to the designated assembly area marked below. Stay off main roadways and await further instruction. Do not re-enter the building until the instruction has been given that the building is safe for re-entry.

