Northbridge

04/06/2014

What's New
Broker communications
The Bridge
Media
Connect with Silvy
Wayne's World
Innovation Station
Western Express
Ontario Mini-Bridge
Fairfax newsletter

Helping us keep you safe!

With the new **Incident Reporting Line (1-855-436-0111)**, now you can let the Business Continuity team know if you see something that could affect your office.

An incident is anything that affects our business, so it could be:

- Environmental: a snow storm that forces your office to close, heavy rain that causes flooding or a fire
- Human: a bomb threat, break-in, pandemic/flu, or an event or protest that denies access to your office
- Technical: power outages, server or other hardware failures

How you can stay informed

The Incident Reporting Line is different from our **Emergency Hotline Number (1-866-882-2579)**, which is a telephone number you can call to get updates during an incident that affects your office or computer systems.

Where you can find the numbers when you need them

Both the Emergency Hotline Number and Incident Reporting Line are available on the intranet homepage.

In addition, new emergency cards will be distributed to all Northbridge employees by the end of this week, which will include both the Emergency Hotline Number and Incident Reporting Line. Remember to keep this card in your wallet so you can use it when you're out of the office.

If you do not receive an emergency hotline card, contact Office Services.

For more information on the Incident Reporting Line, visit the emergency procedures and FAQ pages on the intranet.

Done | Local intranet | Protected Mode: Off | 100%

Start | 2:41 PM 8/29/2014