

ALGONQUIN COLLEGE DIRECTIVE	NO. OF PAGES 2	DIRECTIVE NO. A15
	ORIGINATOR Physical Resources Department Safety & Security Services	
	APPROVED BY President's Executive Committee	
TITLE FIRE SAFETY & EMERGENCY EVACUATION	EFFECTIVE DATE 2002.06.05	REPLACES 1997.09.17

PREAMBLE

Fire, resulting in loss of life and property, can occur at anytime and can have devastating consequences for College operations. The College takes measures to reduce the risk of fire and limit loss exposures through the implementation of design, maintenance, intervention, planning and training strategies.

The College maintains a Fire Safety Plan, which details these strategies and provides life safety and evacuation procedures for all College occupants to be followed in the event of a fire emergency.

Policy

It is the responsibility of all College staff to ensure that they, students and other persons within their jurisdiction understand the Emergency Evacuation Orders, evacuation routes and the legal requirements to follow these orders.

All occupants must familiarize themselves with, and adhere to, the evacuation orders posted on the walls in each college building.

Procedure

Management staff and Faculty are responsible to ensure that staff and students are instructed on the actions to take in the event of a fire emergency in accordance with the Fire Safety Plan. All staff/students must be instructed on the location of the fire pull stations, fire exits and fire extinguishers, applicable to their usual work location or classroom/lab.

See Emergency Evacuation Orders (attached)

Emergency Evacuation Orders

IF YOU DISCOVER FIRE OR SMOKE:

Remain Calm ~ Do not use elevators

ACTIVATE the nearest fire alarm pull station

CALL the “5000” emergency line from a safe area to report the exact details of the fire

CLOSE any doors/windows to the fire affected area, if safe to do so

LEAVE the building immediately using the nearest exit, moving to another building or at least 100m/300ft away from the building

IF YOU HEAR THE FIRE ALARM SOUND:

- Leave the building immediately using the nearest exit, moving to another building or at least 100m/300ft away from the building. Ensure persons with disabilities are assisted, as required.
- Persons in charge of a class or meeting or providing a service to the College, shall stop all activity and immediately ensure the class or group members evacuate the building by the nearest safe exit, moving to another building or at least 100m/300ft away from the building.
- Persons requiring assistance, who are unable to leave the building, shall proceed to the nearest collection point for persons with disabilities or nearest safe exit and wait for assistance from the Fire Department or fire emergency personnel. (Maps indicating collection point and emergency phone locations are available from the Centre for Students with Disabilities)
- **DO NOT** enter or return to the building until approved by the Fire Department and notified to do so by fire emergency personnel.

See Fire Safety Plan for more detailed procedures