

# 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*