

FIRE

Fire can occur at any time and can have devastating consequences. The College takes measures to reduce the risk of fire and maintains a Fire Safety Plan which details these strategies. Ensuring that persons know what to do in the event of a fire is the single most important measure which can be taken to reduce the risk of loss of life in a fire.

IF YOU DISCOVER A FIRE

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 safe exit, moving to another building or at least 100m / 300 ft from the building**

WHEN THE FIRE ALARM SOUNDS

- Close the door on your way out
- Leave the building immediately, do not return to your office or locker
- Use the nearest safe exit
- Move to another building or at least 100m/300ft from the building

Person in charge of a class or providing a service

When a fire alarm sounds

- Stop all activity
- Immediately ensure the class, group members, employees, and/or customers evacuate the building
- Close the door on your way out
- Use the nearest safe exit
- Move to another building or at least 100m/300ft from the building

PERSONS REQUIRING ASSISTANCE

- If unable to leave the building, proceed immediately to the nearest collection point for persons with disabilities.
- Where available, use the Emergency Telephone for assistance.
- Wait at the collection point for assistance from the Fire Department or Fire Emergency Personnel.
- Elevators are not to be used unless accompanied by the Fire Department.
- Doors shall be closed but not locked when exiting the building.

COLLECTION POINTS ARE LOCATED ON EACH FLOOR NEAR THE STAIRWELL



Accessing Emergency Assistance

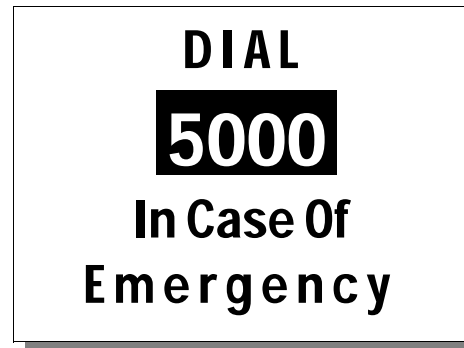
- Emergency telephones are located at most building stairwells and entrances as well as in the parking lots. Signs are posted to indicate their location in parking lots. Emergency phones are yellow in colour and are either a regular telephone handset or a square box with a red button. To place an emergency call simply pick up the handset or push the red button.
- In addition to emergency telephones, you can dial “5000” from any College extension to access emergency services.
- 911 can also be contacted from College phones. Security will also respond to 911 calls that are placed or assist in Fire, Ambulance, Police response.



Other Emergencies

Examples of emergencies other than fire include medical illness, serious accidents, bomb threats, gas leaks, chemical spills, incidents involving violent or disruptive behaviour, weapons and other crimes in progress.

It is essential that any emergency service be used for calls of a serious nature only. Mischief related to the use of these services is a matter which is dealt with very seriously.



Produced by

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Working for a safe community

Emergency Procedures

... THINGS YOU SHOULD KNOW !



ALGONQUIN COLLEGE

