

HS06**Fire Safety and Emergency Evacuation**

Classification:	Health, Safety and Security
Responsible Authority:	Director, Risk Management
Executive Sponsor:	Vice President Finance and Administration
Approval Authority:	Algonquin College Executive Team
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PURPOSE

To maintain a Fire Safety Plan within the College Emergency Response Plan

SCOPE

All College campuses

DEFINITIONS

None

POLICY

1. 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 design, maintenance, planning and delivery of training strategies.
2. The College maintains a Fire Safety Plan for each building as well as a separate Emergency Response Plan for the entire College.
3. College staff are to ensure that students, and other persons within their jurisdiction, as well as themselves:
 - know the location of the fire pull stations, fire exits and fire extinguishers in their usual work location or classroom/lab.
 - understand the Emergency Evacuation Orders and the requirements to follow these orders.
 - know the evacuation routes in case of fire.
4. All occupants must familiarize themselves with and adhere to the evacuation orders posted on every floor of each College building.

5. Managers are responsible to ensure that employees and students are instructed on the actions to take in the event of a fire emergency, in accordance with the Emergency Evacuation Orders (Appendix1 .

PROCEDURE

Action	Responsibility
1. Fire Safety	
1.1 Review the Fire Safety procedures with staff at the beginning of each academic year.	Managers
1.2 Review with students at the beginning of each term: <ul style="list-style-type: none">a. the location of the fire pull stations, fire exits and fire extinguishers in their classroom/ lab;b. the Emergency Evacuation Orders and the requirements to follow these orders;c. the evacuation routes to take from their classrooms / labs in case of fire;d. the emergency procedures posters found in each classroom / lab.	Professors
1.3 Conduct fire drills, as required in accordance with the Ontario Fire Code.	Security Services

SUPPORTING DOCUMENTATION

Appendix 1 Emergency Evacuation Orders

RELATED POLICIES

None

RELATED MATERIALS

Algonquin College Emergency Procedures
<https://www.algonquincollege.com/emergency-procedures/>

HS 06: APPENDIX 1**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 or “911” 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. Ensure persons with disabilities are assisted, as required.
- Persons in charge of a class or meeting shall immediately ensure the class or group members evacuate 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 emergency personnel.
- **DO NOT** enter or return to the building until approved by the Fire Department and notified to do so by emergency personnel.

See Fire Safety Plan for more detailed procedures