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	ACET (Algonquin College Executive Team)
Date First Approved	2026-06-09
Date Last Reviewed	2026-10-15
Date to Complete Next Mandatory Review	2031-06-09

PURPOSE

To establish fire safety and emergency evacuation directions and procedures that reduce the risk of fire-related harm and strengthen life safety at the College.

SCOPE

This policy applies to all students, employees, contractors, visitors, and members of the public while on College premises or participating in College activities.

DEFINITIONS	
Word/Term	**Definition**
Emergency	A situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise.
Supervisor	A Supervisor is a person who has charge of a workplace or authority over a worker, consistent with the Occupational Health and Safety Act.

POLICY

1. The College will take reasonable measures to reduce the risk of fire and fire-related harm through operational procedures, building design and maintenance, safety training, and emergency preparedness.
2. The College will develop Fire Safety and Emergency Evacuation Plans for all College buildings.
3. The Director, Risk Management, is responsible for ensuring that Fire Safety Plans are developed and periodically reviewed by Security Services, Facilities Management, Occupational Health and Safety, the Joint Occupational Safety Committee, and College occupants.
4. All College occupants are required to comply with Emergency Evacuation Orders, fire alarm instructions, directions given by external emergency responders, College Security Services, Risk Management, and other emergency responding College personnel.
5. Employees responsible for supervising students, employees, contractors, visitors, or other persons must take reasonable steps to ensure individuals under their care are aware of the fire safety and evacuation procedures for the area.
6. Employees and students are required to familiarize themselves with fire exits, evacuation routes, fire alarm pull stations, and posted Emergency Evacuation Orders in their immediate location(s).

7. Persons requiring assistance during an emergency should proceed to their pre-determined Collection Point (or an alternate point if the Collection Point is unsafe), to await emergency responder assistance.
8. No person may re-enter a building following a fire alarm or evacuation until authorized to do so by College Security Services, Risk Management, or an emergency responder.

PROCEDURE

	Action	Responsibility
1.	Review applicable fire safety procedures, including evacuation routes and Collection Point locations, with employees at the beginning of each academic year or as otherwise required.	Managers and Supervisors
2.	Review applicable fire safety procedures with students at the beginning of each term, including fire alarm pull station locations, fire exits, evacuation routes, Emergency Evacuation Orders, and Collection Point locations.	Supervisors
3.	Assist with fire drills, as required and in accordance with the requirements of the Ontario Fire Code or as specifically directed from the Fire Chief.	Managers and Supervisors
4.	Develop and post Emergency Evacuation information in visible locations across all College buildings, including classrooms, labs, transition points and generally any area persons are likely to be present.	Risk Management; Security Services; Facilities Management
5.	In the event of fire, smoke, fire alarm activation, or an evacuation order, College occupants must evacuate immediately using the nearest safe exit and follow directions from external emergency responders and emergency responding College personnel.	All persons on College premises

SUPPORTING DOCUMENTATION

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

RELATED POLICIES

HS01: Occupational Health and Safety

APPENDICES

Appendix 1 : Emergency Evacuation Orders

HS06 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.