



9.0 Emergency Procedures – Building Fire

9.1 Building Emergency Directors and Floor Wardens – Instructions

1. If not activated, activate the closest fire pull alarm immediately.
2. If immediately accessible, put on your safety vest.
3. Building Emergency Directors: Ensure floor wardens proceed through their areas advising occupants to evacuate the building.

Floor Wardens: Direct all personnel within your area to the nearest safe exit.

- Urge people to stay calm and evacuate in a quick and orderly manner. WALK, DO NOT RUN
 - Knock on closed and/or locked doors, state the nature of the emergency and proceed without delay to sweep through area. Ensure you evacuate with your assigned personnel and report any rooms/areas that were locked or inaccessible.
 - If it is safe to do so, close (do not lock) windows and doors on your way out. This will help to prevent oxygen from feeding the fire, provide containment, and slow the spread of the fire.
 - Use the stairway to evacuate; DO NOT use the elevator(s)
 - If possible, assist occupants that are unable to evacuate using the stairs. Individuals requiring assistance are required to have a personal evacuation plan. Refer to **Appendix 3: Persons Requiring Assistance** and **Appendix 4: Personal Evacuation Plan**. Alternatively, individuals having difficulty can be directed to an area of refuge or a safe location inside the building, [Click here to enter text.](#) Building Floor Wardens and Building Emergency Directors must relay the location of these occupants to the Fire Department.
4. Direct evacuated occupants to the Predesignated Meeting Area located: **On Main Mall, west of the whale on the middle grass median.** upon exiting the building.
 5. Call 911:
 - a) State your name.
 - b) Provide the address and the nearest intersection. The address of your building is: **2212 Main Mall.**
 - c) Provide the following information about the fire:
 - **WHERE:** Floor number, room number
 - **WHEN:** Approximate time fire started
 - **WHAT:** What caused the fire, is it spreading, are people injured or requiring urgent assistance
 - **OTHER INFORMATION:** Hazardous materials, potential access issues etc.
 6. Proceed to pre-determined meeting location for Building Emergency Directors and Building Floor Wardens located: **On Main Mall, west of the whale on the middle grass median**
 7. Ensure all evacuation information from Building Floor Wardens is reported to the Building Emergency Director and that information is relayed over to First Responders when they arrive.
 8. Stay on the scene until the Fire Department arrives. Once evacuated, DO NOT ALLOW ANYONE TO RE-ENTER THE BUILDING until the Fire Department gives permission to do so.



9.0 Emergency Procedures – Building Fire

9.2 Building Occupants – Instructions

1. If it is not already activated, activate the closest fire pull alarm immediately.
2. Follow instructions of Building Floor Wardens during evacuation.
3. Leave the immediate area, alert others, and move everyone away from the area of the fire.
 - If it is safe to do so, close (do not lock) windows and doors on your way out. This will help to prevent oxygen from feeding the fire, provide containment, and slow the advancement of the fire.
 - Stay calm and evacuate in a quick and orderly manner; WALK, DO NOT RUN
 - Use the stairway to evacuate; DO NOT use the elevator(s).
 - If possible, assist occupants that are unable to evacuate using the stairs. Refer to **Appendix 3: Persons Requiring Assistance** and **Appendix 4: Personal Evacuation Plan**. Alternatively, individuals having difficulty can be directed to an area of refuge or a safe location inside the building, Building Floor Wardens and Building Emergency Directors must relay the location of these occupants to the Fire Department.
4. Proceed directly to the Predesignated Meeting Area located: **On Main Mall, west of the whale on the middle grass median**. upon exiting the building, and wait for further instructions from the Building Emergency Director.
5. Call 911:
 1. State your name
 2. Provide the address and the nearest intersection. The address of your building is: **2212 Main Mall**.
 3. Provide the following information about the fire:
 - **WHERE:** Floor number, room number
 - **WHEN:** Approximate time fire started
 - **WHAT:** What caused the fire, is it spreading, are people injured or requiring urgent assistance
 - **OTHER INFORMATION:** Hazardous materials, potential access issues etc.
6. Once evacuated, DO NOT RE-ENTER THE BUILDING until the Fire Department gives permission to do so.