

# **EMERGENCY EVACUATION PLAN**

**ALL STUDENTS/CLIENTS AND STAFF ARE TO BE AWARE OF THE FOLLOWING PROCEDURES THAT WILL ALLOW THE SAFE AND ORDERLY EVACUATION OF THE PREMISES IN THE EVENT OF A FIRE.**

IN THE EVENT OF A FIRE ON THE PREMISES FOLLOW THE PROCEDURE IN THE ORDER DETAILED BELOW:

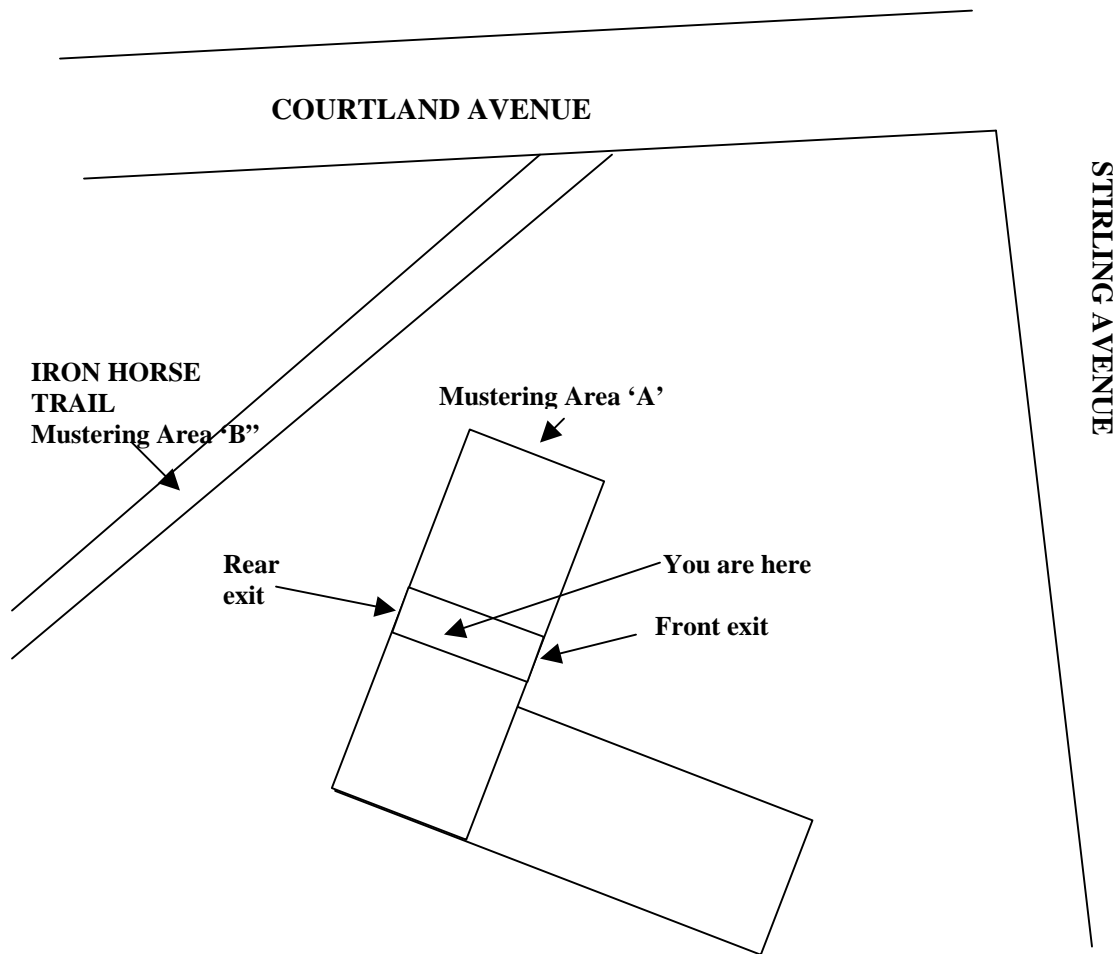
1. The person discovering a fire shall make all people in the facility aware of the fire by announcing in a loud and clear voice that a fire is occurring in a particular area. For example the person can shout,

*"ATTENTION PLEASE, THERE IS A FIRE IN THE LOUNGING AREA, EVERYBODY PLEASE PROCEED TO THE SAFEST EXIT ROUTE."*

2. All persons shall immediately stop what they are doing and calmly walk to the safest escape route. The safest escape route is to an exit that **does not** require walking past the fire. For example, if you are in the computing area and the fire is in the kitchen, you must exit through the front door. If you are in the lounging area and the fire is in the kitchen, then you must proceed to the rear exit. Once everybody is outside they are to proceed to the designated mustering area where a head count will be conducted by the most senior staff member present. Mustering area 'A' is located at the far end of the building which is parallel to Courtland Avenue (see Drawing #1 on reverse). If that end of the building is on fire then the Mustering Area ('B')(see Drawing #1) will be on the Iron Horse Trail at the same end of the building. Be sure to stay out of any routes that may be used by fire trucks or other motorized vehicles.
3. If the fire is small and can be controlled, the procedure described above will be followed, although a staff member who is familiar with the use of fire extinguishers may extinguish the fire once they are assured that all others are on route to safety. **If the fire is uncontrollable then the following procedures will apply.**
4. Once all people are out of the facility, a staff member will telephone the fire department (**call 911**) with the use of an available cell phone or phone that may be accessed in a neighboring facility that is not experiencing a fire emergency.
5. As Step #4 is being conducted, another staff member will be designated to approach all neighboring facilities in the plaza to give them notice of the fire threat.
6. In the case of an uncontrollable fire, the facility shall not be re-entered until the Fire Authorities have given permission to do so. In all other cases, people shall not re-enter the facility until the Director has given authorization.

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## DRAWING #1



FIRE EXTINGUISHERS ARE LOCATED IN;

1. THE RECEPTION AREA AT THE FRONT ENTRANCE,
2. ON THE WALL AT THE REAR ENTRANCE
3. ON THE SIDE OF THE PANTRY IN THE KITCHEN,
4. ON THE DOOR IN THE STORAGE ROOM

PLEASE ASK A STAFF MEMBER TO EXPLAIN ANY PART OF THIS PROCEDURE THAT MAY BE UNCLEAR.