

Emergency / Fire Safety Plan

ICICS/ Department of Computer Science
2366 Main Mall
Vancouver, BC V6T 1Z4

Last Update : August 2012
Health, Safety & Environment, University of British Columbia


Emergency Preparedness Planning

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For additional information on Emergency / Fire Safety Plans, please contact Jody Sydor, Department of Health, Safety & Environment, University of British Columbia, at 604-822-1237 or sydor@safety.ubc.ca , or contact Vancouver Fire and Rescue Services at 604-665-6069.

EMERGENCY SERVICES TELEPHONE NUMBERS – 24 HOURS

Fire Police Ambulance		911
Campus First Aid (Staff)		822-4444
Hazardous Materials Response		911
Campus Security		822-2222
Health, Safety & Environment (Environment spills, disasters, fires, bomb threats, etc)		822-2029
Hospital Emergency Department (UBC Site)		822-7222
UBC Trouble Calls		822-2173
Poison Control Centre		682-5050
Fire Extinguisher Maintenance		822-8292

EMERGENCY (FIRE SAFETY) OFFICERS: DIRECTORS AND WARDENS

Emergency Director: Moyra Ditchfield 822-5809
Alternate Emergency Director: Ming Lau 822-6686
Deputy Emergency Director: Vivian Leung 822-3264

First Aid Attendant

Floor	Name	Room	Phone
1	Renee Stephen	113	604-822-1440
1	Moyra Ditchfield	135	604-822-5809
1	Vivian Leung	137	604-822-3264
1	Tim Li	143	604-827-5293
1	Koon Ming Lau	155A	604-822-6686
2	Joyce Poon	201B	604-822-2500
2	Sandra Redekop	201E	604-822-5237
2	Kletathee Imhiran	201F	604-822-6281
3	Hermie Lam	357	604-827-5626
X1	Evan Valensky	X153	604-822-1423
X5	Holly Kwan	X553	604-822-3060
X5	John Seto	X461	604-827-4293
X7	Gable Yeung	X725	604-827-4215

Floor Wardens

Floor	Name	Room	Phone
0	Dan Miner	151B	604-827-5488
0	Glen Lee	133	604-822-8754
0	Jake Jacobs (with walkie talkie)	289	604-822-6894/604-827-3139
1	Renee Stephen	113	604-822-1440
1	Carlin Phillips	115	604-822-6129
1	Anthony Winstanley	127	604-822-8728
1	Moyra Ditchfield (with walkie talkie)	135	604-822-5809
1	Vivian Leung (with walkie talkie)	137	604-822-3264
1	Ming Lau (with walkie talkie)	X151D	604-822-6686
1	Gail Schmidt	285	604-822-8807
2	Joyce Poon	201B	604-822-2500
2	Sandra Redekop (with walkie talkie)	201E	604-822-5237
2	Kletathee Imhiran	201F	604-822-6281
2	Craig Wilson	277	604-822-1742
2	Sharon Cavalier	289	604-822-6601
3	Lara Hall	301	604-822-0557
X0	Tim Li	143	604-827-5239
X0	TK Mak	151C	604-822-4183
X1	Evan Valensky	X153	604-822-1423
X1	Sean Godel	145	604-822-4230
X3	John Seto (with walkie talkie)	X461	604-827-4293
X5	Holly Kwan	X553	604-822-3060
X5	Matt Berhmer	X508	N/A
X6	Laura Selander	X635	604-822-9882
X7	Nasa Rouf (with walkie talkie)	X709	604-827-3979
X7	Gable Yeung (Backup)	X725	604-827-4215
X8	Will Evans (with walkie talkie)	X841	604-822-0827

OBJECTIVES OF THE EMERGENCY / FIRE SAFETY PLAN

The objectives of the Emergency / Fire Safety Plan are:

To ensure the safety of the building occupants through:

Fire Prevention – To reduce and prevent the incidence of fire by controlling fire hazards in the building and by maintaining the building facilities;

and,

Emergency Evacuation – To establish a systematic method of safe and orderly evacuation of an area or building, in case of fire or other emergency.

To provide a checklist of procedures for responding to, and reporting, an emergency.

To assist with recruiting and training of emergency directors and wardens.

The Emergency / Fire Safety Plan has been designed and produced for distribution to building occupants.

A priority in any emergency situation is to save lives, minimize injuries, and reduce damage to property.

LIFE SAFETY SYSTEMS AND BUILDING FEATURES

Building Name: ICICS/CS
Building Purpose: Computing Research Facility

Life Safety Systems in this building consist of the following:

- ☒ Emergency exits
- ☒ Emergency lighting
- ☒ Emergency power
- ☒ Fire alarm system
- ☒ Fire extinguisher(s)
- ☒ Fire hose cabinets & standpipes
- ☒ Fire hydrant(s)
- ☒ Fire pump
- ☒ Sprinkler system

Emergency Exits

Emergency exits are located throughout the building and are marked by lighted signs and placards. Maintenance of lighted emergency exit signs is handled by UBC Plant Operations.

Emergency Lighting

In the event of a power failure, emergency lighting has been provided to cover all common corridors, stairwells and exit signage. Maintenance of emergency lights is handled by UBC Plant Operations.

Emergency Power

In the event of a power failure, a generator is provided and is located in the NE basement outside the receiving area. This unit provides power to emergency lighting, exit signage, elevators and all related emergency equipment.

Fire Alarm System

There are manual pull stations and smoke detectors throughout the building. The fire alarm system is supervised by the Vancouver Fire & Rescue Services through the 911 dispatch centre. Daily maintenance is handled by UBC Plant Operations.

Fire Extinguishers

There are 42 portable fire extinguishers placed strategically (i.e. visible and accessible) throughout the building. They are maintained and inspected by Vancouver Fire & Rescue Services (VFRS) at 822-8292.

Fire Hydrants

There are 2 fire hydrants located near the building. One is located in front of the ICICS/CS building on Main Mall, the other is located at the back of the MacLeod building.

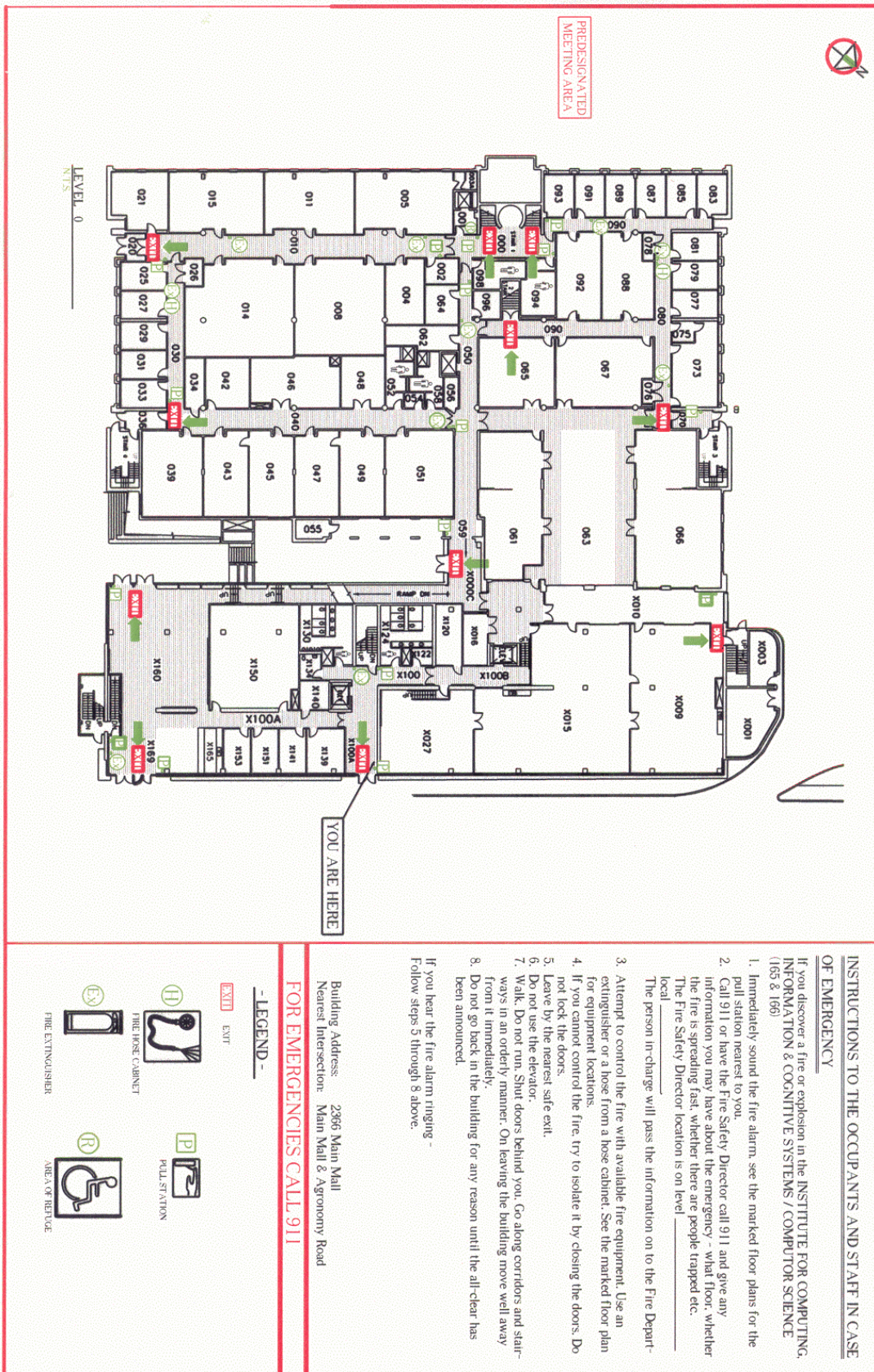
Fire Pump

A fire pump has been provided and is designed to increase and maintain water pressure in the standpipe during fire-fighting operations. It is located in the sprinkler room.

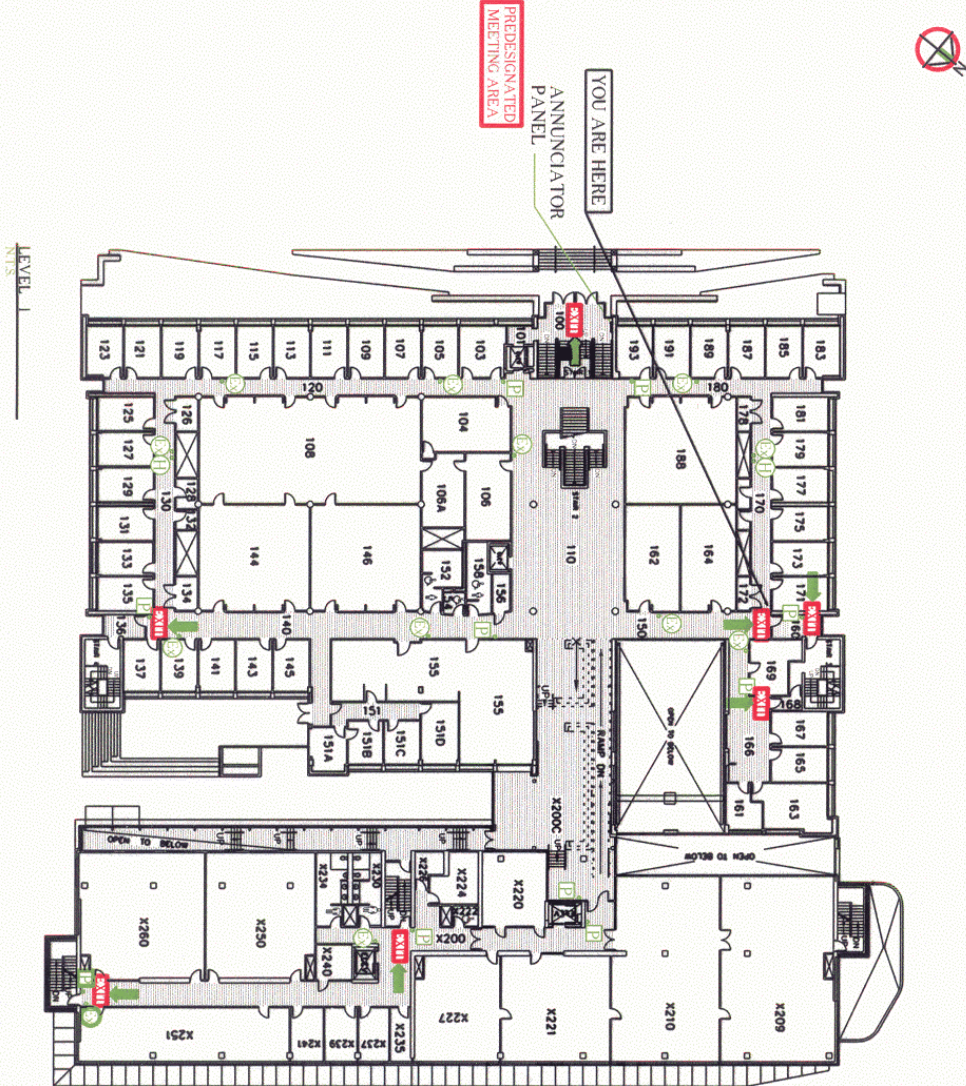
Sprinkler System

A sprinkler system has been installed in this building. The main control valves are located in the sprinkler room X021.

FLOOR PLANS



FLOOR PLANS



INSTRUCTIONS TO THE OCCUPANTS AND STAFF IN CASE OF EMERGENCY

If you discover a fire or explosion in the INSTITUTE FOR COMPUTING, INFORMATION & COGNITIVE SYSTEMS / COMPUTER SCIENCE (165 & 166).

1. Immediately sound the fire alarm, see the marked floor plans for the pull station nearest to you.
2. Call 911 or have the Fire Safety Director call 911 and give any information you may have about the emergency - what floor, whether the fire is spreading fast, whether there are people trapped etc. The Fire Safety Director location is on level _____ local _____.

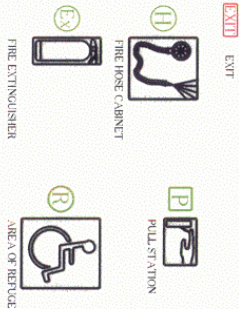
The person in-charge will pass the information on to the Fire Department.

3. Attempt to control the fire with available fire equipment. Use an extinguisher or a hose from a hose cabinet. See the marked floor plan for equipment locations.
4. If you cannot control the fire, try to isolate it by closing the doors. Do not lock the doors.
5. Leave by the nearest safe exit.
6. Do not use the elevator.
7. Walk. Do not run. Shut doors behind you. Go along corridors and stairways in an orderly manner. On leaving the building move well away from it immediately.
8. Do not go back in the building for any reason until the all-clear has been announced.

If you hear the fire alarm ringing - Follow steps 5 through 8 above.

FOR EMERGENCIES CALL 911

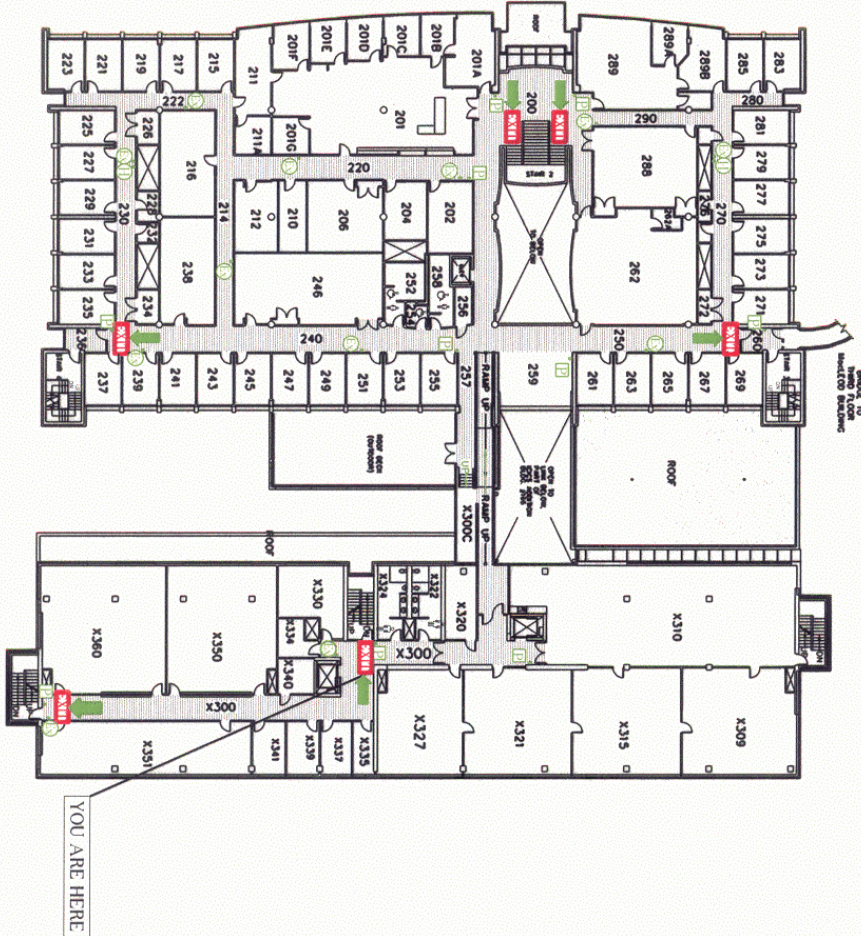
- LEGEND -



FLOOR PLANS



PREDESIGNATED
MEETING AREA



LEVEL 2
N15

INSTRUCTIONS TO THE OCCUPANTS AND STAFF IN CASE OF EMERGENCY

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The Fire Safety Director location is on level _____ local _____

The person in-charge will pass the information on to the Fire Department

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If you hear the fire alarm ringing - Follow steps 5 through 8 above.

Building Address: 2365 Main Mall
Nearest Intersection: Main Mall & Agronomy Road
FOR EMERGENCIES CALL 911

- LEGEND -



EXIT



FIRE HOSE CABINET



FIRE EXTINGUISHER

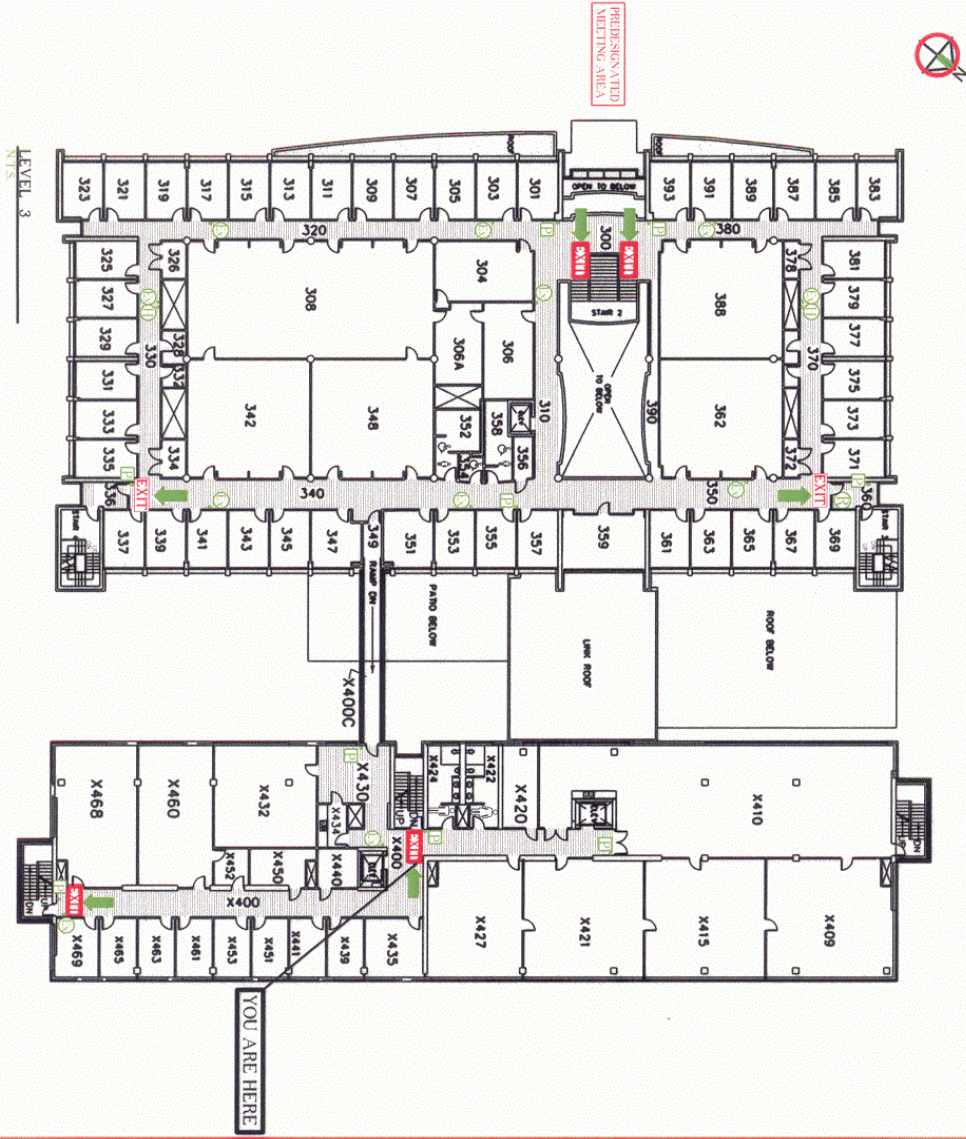


PULL STATION



AREA OF REFUGE

FLOOR PLANS



INSTRUCTIONS TO THE OCCUPANTS AND STAFF IN CASE OF EMERGENCY

If you discover a fire or explosion in the INSTITUTE FOR COMPUTING, INFORMATION & COGNITIVE SYSTEMS / COMPUTER SCIENCE (165 & 166)

1. Immediately sound the fire alarm, see the marked floor plans for the pull station nearest to you.
2. Call 911 or have the Fire Safety Director call 911 and give any information you may have about the emergency - what floor, whether the fire is spreading fast, whether there are people trapped etc.

The Fire Safety Director location is on level _____ local _____

The person in-charge will pass the information on to the Fire Department.

3. Attempt to control the fire with available fire equipment. Use an extinguisher or a hose from a hose cabinet. See the marked floor plan for equipment locations.
4. If you cannot control the fire, try to isolate it by closing the doors. Do not lock the doors.
5. Leave by the nearest safe exit.
6. Do not use the elevator.
7. Walk. Do not run. Shut doors behind you. Go along corridors and stairways in an orderly manner. On leaving the building move well away from it immediately.
8. Do not go back in the building for any reason until the all-clear has been announced.

If you hear the fire alarm ringing - Follow steps 5 through 8 above.

Building Address: 2366 Main Mall
Nearest Intersection: Main Mall & Agronomy Road

FOR EMERGENCIES CALL 911

-LEGEND-

EXIT EXIT



FIRE HOSE CABINET



FIRE EXTINGUISHER

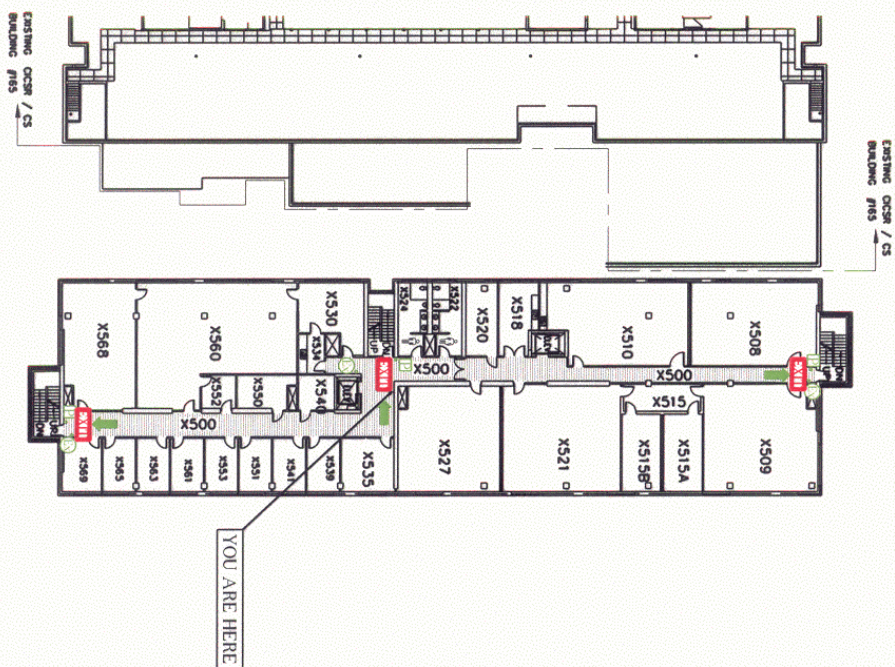


PULL STATION



AREA OF REFUGE

FLOOR PLANS



YOU ARE HERE

FLOOR LEVEL 5

INSTRUCTIONS TO THE OCCUPANTS AND STAFF IN CASE OF EMERGENCY

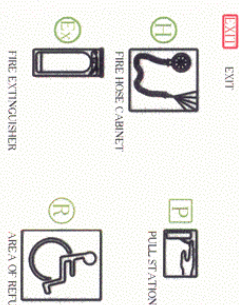
1. Immediately sound the fire alarm, see the marked floor plans for the pull station nearest to you.
2. Call 911 or have the Fire Safety Director call 911 and give any information you may have about the emergency - what floor, whether the fire is spreading fast, whether there are people trapped etc. The Fire Safety Director location is on level _____ local _____.
3. The person in-charge will pass the information on to the Fire Department.
4. Attempt to control the fire with available fire equipment. Use an extinguisher or a hose from a hose cabinet. See the marked floor plan for equipment locations.
5. If you cannot control the fire, try to isolate it by closing the doors. Do not lock the doors.
6. Leave by the nearest safe exit.
7. Do not use the elevator.
8. Walk. Do not run. Shut doors behind you. Go along corridors and stairways in an orderly manner. On leaving the building move well away from it immediately.
9. Do not go back in the building for any reason until the all-clear has been announced.

If you hear the fire alarm ringing - Follow steps 5 through 8 above.

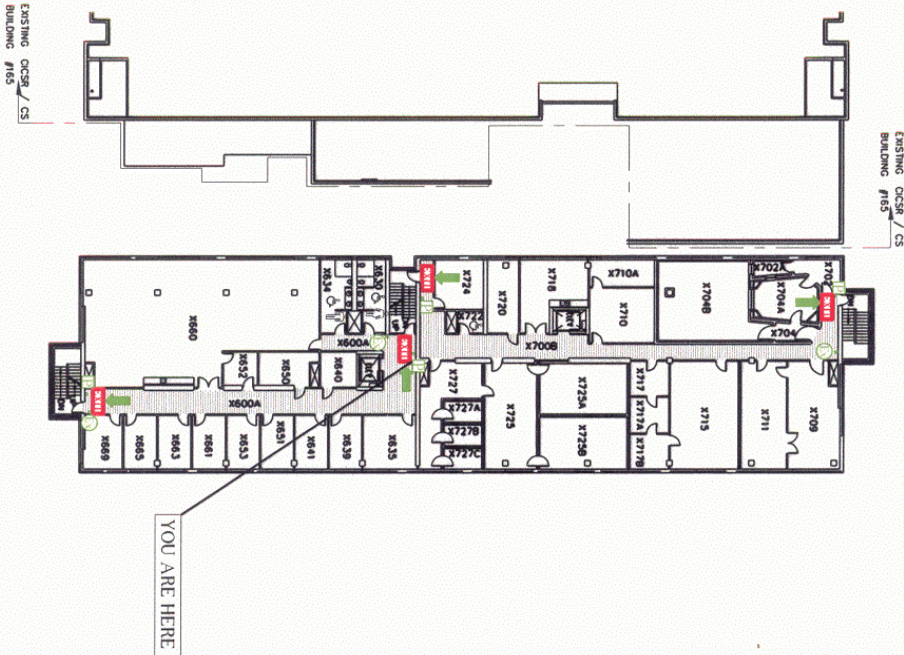
Building Address: 2366 Main Mall
Nearest Intersection: Main Mall & Agronomy Road

FOR EMERGENCIES CALL 911

- LEGEND -



FLOOR PLANS



FLOOR LEVEL X6

INSTRUCTIONS TO THE OCCUPANTS AND STAFF IN CASE OF EMERGENCY

If you discover a fire or explosion in the INSTITUTE FOR COMPUTING, INFORMATION & COGNITIVE SYSTEMS/COMPUTOR SCIENCE (166)

1. Immediately sound the fire alarm, see the marked floor plans for the pull station nearest to you.
2. Call 911 or have the Fire Safety Director call 911 and give any information you may have about the emergency - what floor, whether the fire is spreading fast, whether there are people trapped etc. The Fire Safety Director location is on level _____ local _____

The person in-charge will pass the information on to the Fire Department.

3. Attempt to control the fire with available fire equipment. Use an extinguisher or a hose from a hose cabinet. See the marked floor plan for equipment locations.
4. If you cannot control the fire, try to isolate it by closing the doors. Do not lock the doors.
5. Leave by the nearest safe exit.
6. Do not use the elevator.
7. Walk. Do not run. Shut doors behind you. Go along corridors and stairways in an orderly manner. On leaving the building move well away from it immediately.
8. Do not go back in the building for any reason until the all-clear has been announced.

If you hear the fire alarm ringing - Follow steps 5 through 8 above.

Building Address: 2366 Main Mall
Nearest Intersection: Main Mall & Agronomy Road

FOR EMERGENCIES CALL 911

- LEGEND -



EXIT



FIRE HOSE CABINET



PULL STATION



FIRE EXTINGUISHER



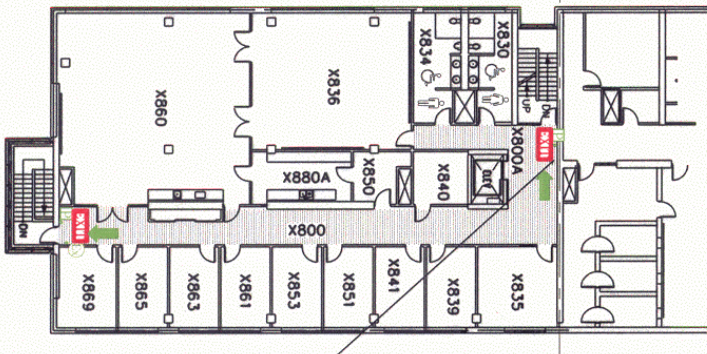
AREA OF REFUGE

FLOOR PLANS



EXISTING CICS / CS
BUILDING #165

THIS SIDE IS
LEVEL X7 BELOW



EXISTING CICS / CS
BUILDING #165

FLOOR LEVEL X8
N15

INSTRUCTIONS TO THE OCCUPANTS AND STAFF IN CASE OF EMERGENCY

If you discover a fire or explosion in the INSTITUTE FOR COMPUTING, INFORMATION & COGNITIVE SYSTEMS/COMPUTER SCIENCE (166)

1. Immediately sound the fire alarm, see the marked floor plans for the pull station nearest to you.
2. Call 911 or have the Fire Safety Director call 911 and give any information you may have about the emergency - what floor, whether the fire is spreading fast, whether there are people trapped etc. The Fire Safety Director location is on level _____ local _____
- The person in-charge will pass the information on to the Fire Department.
3. Attempt to control the fire with available fire equipment. Use an extinguisher or a hose from a hose cabinet. See the marked floor plan for equipment locations.
4. If you cannot control the fire, try to isolate it by closing the doors. Do not lock the doors.
5. Leave by the nearest safe exit.
6. Do not use the elevator.
7. Walk. Do not run. Shut doors behind you. Go along corridors and stairways in an orderly manner. On leaving the building move well away from it immediately.
8. Do not go back in the building for any reason until the all-clear has been announced.

If you hear the fire alarm ringing - Follow steps 5 through 8 above.

Building Address: 2366 Main Mall
Nearest Intersection: Main Mall & Agronomy Road

FOR EMERGENCIES CALL 911

- LEGEND -

EXIT



FIRE HOSE CABINET



FIRE EXTINGUISHER

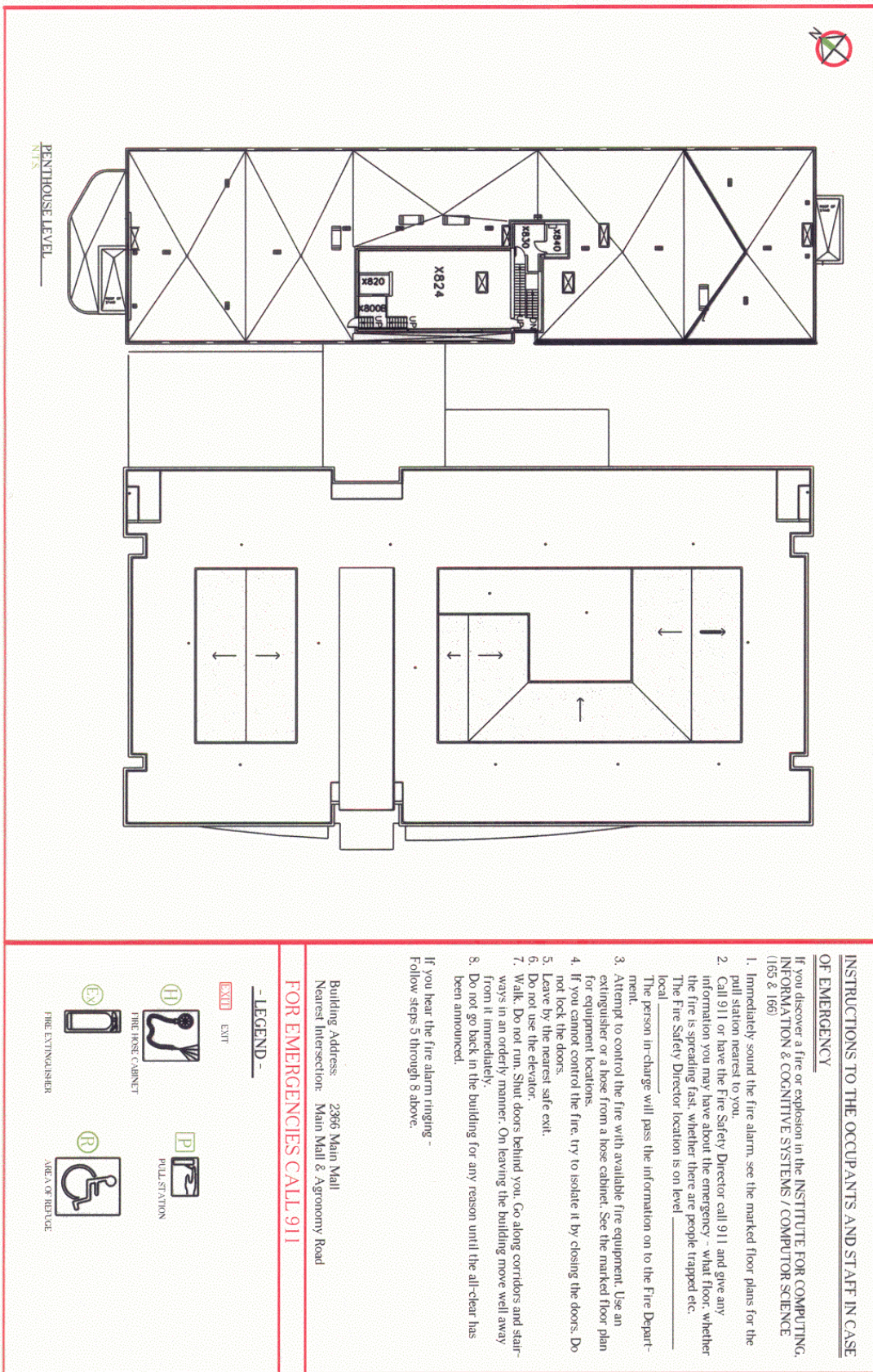


PULL STATION



AREA OF REFUGE

FLOOR PLANS



EMERGENCY (FIRE SAFETY) OFFICERS: DIRECTORS AND WARDENS

Responsibilities of the Emergency Director

The Emergency Director supervises and maintains the Emergency / Fire Safety Plan for the building.

The Emergency Director recruits the Floor Wardens. In addition, the Emergency Director is responsible for the training of Floor Wardens to perform their duties in fire prevention and emergency evacuation of the building.

The Emergency Director maintains proper records of current Floor Wardens, number and quality of fire drills, fire and emergency incidents in the building, fire prevention activities, and a list of handicapped regular occupants of the building. Inspection and maintenance of the fire safety equipment is the responsibility of Vancouver Fire and Rescue Services (VFRS).

However, if *any* occupant or Floor Warden notices fire safety equipment in need of repair, they must notify the Emergency Director, who will contact the Fire Department.

Responsibilities of Floor Wardens

Floor Wardens will check their floor or area regularly for:

- Accumulation of combustible material, rubbish, or flammable liquids in excess of quantities allowed by permit.
- Dangerous ignition sources (e.g. worn extension cords, oily rags, overheating equipment).
- Exit signs in good order and adequate lighting in public corridors and stairwells.
- Fire and exit doors and their self-closing hardware in good operating condition (Doors should not be wedged open under any conditions.)
- Exit routes unobstructed.
- Fire hose and portable extinguishers not obstructed, in good order and ready to use.

Any and all fire hazards that are discovered must be reported to the Emergency Director immediately. The purpose of regular inspections is to ensure a safe, hazard-free workspace.

INSTRUCTIONS TO EMERGENCY DIRECTOR IN CASE OF EMERGENCY

Emergency Director: Moyra Ditchfield

Alternate Emergency Director: Ming Lau

Policy

In the event of a fire, explosion, or any situation threatening human safety, the Emergency Director has standing instructions to sound the fire alarm and clear the building without seeking further authorization.

Emergency Response

In the event of a fire, explosion, or any situation threatening human safety, the Emergency Director will:

1. **Immediately sound the alarm.**

Break-glass stations are located where indicated on maps on preceding pages.

2. **Phone the Fire Department at 911.**

State your name and location. Give any information you have about the emergency (e.g. location, whether fire is spreading fast, people trapped, known hazardous materials).

3. **Evacuate the building.**

Urge people to stay calm, and to evacuate quickly and in an orderly manner. Walk, do not run. Shut doors behind you -do not lock them. Assist anyone having difficulty in getting out. Ask others for assistance, as necessary.

4. **Do not allow people to use the elevators.**

5. On exiting the building, ask people to move to the front lawn on Main Mall, well away from the building.

6. Meet firefighters at the annunciator panel (fire panel), located on the inside north wall at the main entrance, to give any additional information about the building as required.

7. Do not allow anyone to re-enter the building until the Fire Department gives permission to do so. When ok, give the "all clear" to allow building occupants to re-enter the building.

INSTRUCTIONS TO EMERGENCY DIRECTOR IN CASE OF BOMB THREAT

In the event of a bomb threat, the Emergency Director will treat it as a genuine emergency.

1. Phone the RCMP at 911 .
 - ☐ State your name.
 - ☐ Say that a bomb threat has been received and give any information you have about the threat and the caller.
2. Call UBC Campus Security at 822-2222.
3. Meet RCMP and together come to a decision as to whether to evacuate the building. If necessary, use the fire alarm to evacuate the building.
4. Follow instructions given by emergency personnel, as for a fire emergency.
5. If evacuation is necessary, do not allow anyone to re-enter until RCMP has given permission.

Note: An explosion of any type must be reported immediately to the Fire Department - call 911.

WHEN A BOMB THREAT IS RECEIVED BY TELEPHONE:

Listen

Be calm and courteous

Do not interrupt the caller

Obtain as much information as you can

Notify authorities as soon as possible

QUESTIONS TO ASK:

What time will the bomb explode?

What is it?

What does it look like?

Where are you calling from?

What is your name?

Why did you place the bomb?

PERTINENT DATA TO RECORD:

Date and time of call

Duration of call

Exact wording of threat

Identifying characteristics of caller (e.g. gender, accent, speech, diction, manner, background noises)

INSTRUCTIONS TO FLOOR WARDENS DURING AN EMERGENCY EVACUATION

In the event of a fire, explosion or any situation threatening human safety, the Floor Wardens will:

1. Supervise the orderly evacuation of his/her floor or area to a designated assembly area outside. Meeting areas are shown on the floor plan.
2. Check exit stairwells to ensure they are clear for evacuation, and choose an alternate route for use in the event egress is blocked by fire or smoke.
3. Give status report on the evacuation to the Emergency Director, including information on any handicapped persons who may need assistance, or on any person(s) refusing to evacuate.
4. Shut doors and windows as you are exiting the building. Do not lock doors unless security of the area is a priority.
5. Ensure gas shut-off valves in laboratories are turned off when exiting. (When the red light is off this will indicate that the valve is closed.)
6. Direct people away from the building to a safe assembly area. Keep people well away from the building, avoiding potential hazards such as falling glass or debris in the event of an explosion.
7. Gather all evacuated personnel at a predetermined location outside the building and away from any hazards. Ensure all personnel are accounted for safely. Meeting area(s) are shown on the floor plan.
8. Do not allow anyone to re-enter the building, under any circumstances, until the Fire Department has given permission to the Emergency Director to do so.

INSTRUCTIONS TO THE OCCUPANTS AND STAFF IN CASE OF EMERGENCY

If you discover a fire or explosion in the building:

1. Immediately sound the fire alarm. See the marked floor plans for the break-glass station nearest to you.
2. Go to the Emergency Director or Alternate Emergency Director to give information you have about the emergency – location, floor, whether fire is spreading, people trapped, etc.
 - The Emergency Director is located in room 389, phone 2-5809.
The alternate Emergency Director is located in room 151D, phone 2-6686.
 - The person in charge will pass the information on to the fire department.
3. Attempt to control the fire with available fire equipment – ***if you can do so safely!*** Use an extinguisher or a hose from a hose cabinet. See the marked floor plan for equipment locations.
4. If you cannot control the fire, try to **isolate it** by closing the doors. Do not lock doors.
5. **Leave by the nearest safe exit.**
6. **Do not use the elevator.**
7. **Walk, do not run.** Shut doors behind you. On leaving the building, move well away from it immediately. Go to the designated assembly area.
8. **Do not re-enter the building** until fire department and the Emergency Director have given permission to do so.

If you hear the fire alarm ringing

Follow steps 5 through 8, above.

INSTRUCTIONS TO OCCUPANTS IN CASE OF EARTHQUAKE

In the event an earthquake strikes -

1. Remain calm – reassure others.
2. If indoors, stay there! If outside – stay there!
3. Take cover, and protect the head, face, and torso.
4. Move away from large windows and objects which may fall.

After the shaking stops:

1. Assess your immediate surroundings for dangers. Evacuate if necessary.
2. Check for injuries. Administer first aid to the most seriously injured.
3. Check building for structural damage. Evacuate if necessary.
4. Check utilities (e.g. gas, power). Shut off if necessary.
 - NEVER TOUCH DOWNED POWER LINES.
 - ONLY SHUT OFF GAS IF YOU SMELL IT OR SUSPECT A LEAK
5. Send a runner to the next closest unit to exchange information.
6. Be alert for fire hazards. *Put out small fires, if it is safe to do so!*
7. Do not light a match or turn on a light switch. Use a flashlight!
8. Clean up hazardous materials and debris, *if it is safe to do so.*
9. Wear sturdy shoes and protective gloves if there is debris.
10. Put all telephone receivers back on hooks.
11. Do not use telephone unless absolutely necessary.
12. Turn on battery operated radio (or car radio) for emergency bulletins.

Assist Others

1. Ensure all building occupants are accounted for. Take a head count.
2. Initiate rescue efforts if necessary (e.g. for trapped persons). *Do not enter severely damaged buildings. In that case, leave rescue to trained professionals!*
3. Move injured people from hazardous areas into unaffected areas.
4. Set up emergency care (e.g. shelter, feeding, first aid). Calm people.
5. Ensure people take routine medication. *In an emergency it's easy to forget!*
6. Check water supplies. Draw a moderate amount of cold water and store in emergency containers.
7. Gather emergency supplies and tools.
8. Check to see if sewage lines are intact before flushing toilets.

Stay Safe

1. Stay out of danger areas. Your safety (and life) comes first!
2. Respond to instructions of emergency personnel.
3. *Be prepared for additional earthquake aftershocks.*
4. Open doors carefully and watch for falling objects!

Communicate

1. Notify your out-of-town contact that you are O.K.
2. Work together in teams to carry out emergency response efforts.

FIRE / EVACUATION DRILLS

Fire drills will be conducted at least once per year. They are intended primarily to ensure that all building staff knows how to respond safely and effectively in the event of a life-threatening emergency.

It is the responsibility of the Emergency Director when arranging a fire drill to: Arrange for a qualified electrician to activate and reset the fire alarm system, by calling

UBC Trouble at 822-2173. Note: It is not necessary to contact the Fire Department when conducting a fire drill. The UBC Trouble electrician will notify the Fire Department, who will attend if available.

Record of Fire Drills:

Fire Drills were conducted on the following date(s):

Date (d/m/y) _____ Arranged by _____ Attended by VFRS? (y/n)

Date (d/m/y) _____ Arranged by _____ Attended by VFRS? (y/n)

Date (d/m/y) _____ Arranged by _____ Attended by VFRS? (y/n)

Date (d/m/y) _____ Arranged by _____ Attended by VFRS? (y/n)

Date (d/m/y) _____ Arranged by _____ Attended by VFRS? (y/n)

Date (d/m/y) _____ Arranged by _____ Attended by VFRS? (y/n)

Note: You must maintain records of Fire Drills conducted.

INSTRUCTIONS TO OCCUPANTS OF ICICS/CS BUILDING

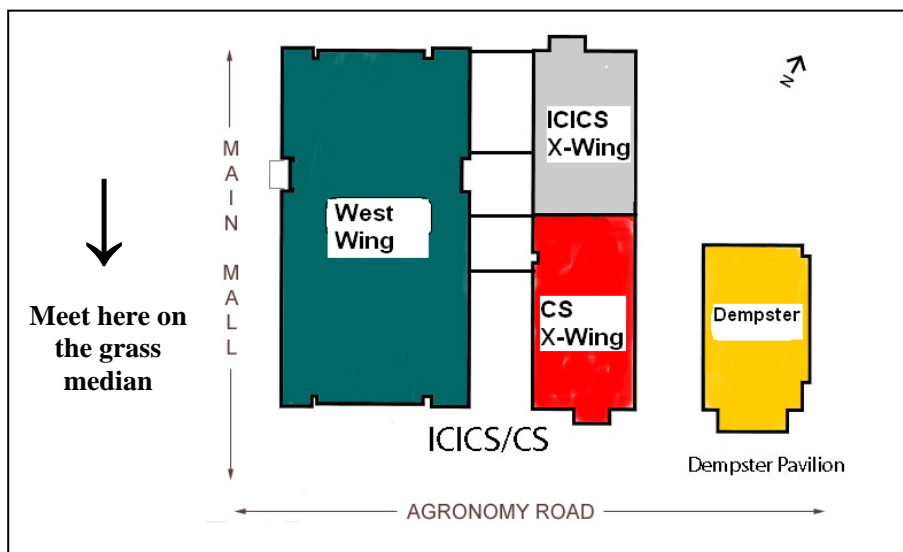
2366 Main Mall

IN CASE OF EARTHQUAKE

1. Drop, Cover, Hold
2. Wait until shaking stops
3. Do not leave the building unless major damage, hazards or fire alarm sounds

IN CASE OF FIRE

1. Immediately **sound the fire alarm** by activating the alarm switch (coloured red) in the corridor.
2. Call 911
 - (a) State your name.
 - (b) Give the address (2366 Main Mall) where the fire is and the nearest intersection (Main Mall and Agronomy Road).
 - (c) Give information about the fire: what floor, how fast fire is spreading, people trapped, etc.
3. Attempt to control the fire with available fire equipment, **if it is safe to do so**.
4. If you cannot control the fire, isolate it by **CLOSING THE DOOR**, then evacuate using the nearest exit or follow instructions of the Fire Warden.
5. **WALK – DO NOT RUN**. Shut all doors behind you and proceed along corridors and down stairways in a quiet, orderly manner. When you leave the building, move away from the doorway to allow others behind you to emerge from the exit.
6. Go to the designated assembly area, located on the lawn in front of the building, on Main Mall, leaving clear access for fire department personnel and fire trucks.
7. **DO NOT RE-ENTER THE BUILDING FOR ANY REASON** until you have been advised to do so by the fire department.
8. Meet the fire department at the entrance to the building to give updated information and assist as a resource person.



How to Operate a Fire Extinguisher

The following instructions are applicable for most fire extinguishers.* If you need to use a fire extinguisher, remember the word **PASS** –

Pull the pin – Fire extinguishers often have a pin, latch, or puncture lever that you need to release first.

Aim low – Aim the nozzle or hose of the extinguisher at the base of the fire.

Squeeze the handle – This releases the extinguishing agent.

Sweep from side to side – Move in close, and sweep across the base of the fire. Watch for reflash of the fire. Discharge the entire contents of the extinguisher. If possible, pull apart the burned area to get at hot spots.

*Note: Foam and water extinguishers require a slightly different technique. Always read the instructions on the label **before** you need to use a fire extinguisher.

