ALEXANDER CENTRE

330-611 Alexander Street, Vancouver

FIRE EVACUATION PROCEDURES

All employees should assist visitors and provide assistance to people with disabilities, who need help, in leaving the building safely.

**ONLY IF SAFE TO DO AND IF TIME ALLOWS** (i.e., health and safety of the individual is not threatened):

- Turn off equipment and secure confidential information and money.
- Close windows and doors when leaving the office or work site.
- Take valuables and clothing in the event that re-entry to the building is delayed.

**WHEN DISCOVERING A FIRE**

Leave the area. Close the door  
Pull nearest fire alarm  
Evacuate building via nearest EXIT: Do not use elevator.  
Call 911 if possible

**WHEN HEARING THE FIRE ALARM**

- Evacuate the building via the nearest exit.
- Do NOT use elevators.
- Proceed to the assembly area to allow access by emergency vehicles and emergency personnel.
- Do not re-enter until authorized by Vancouver Fire Department or Campus Security.
UPON HEARING THE FIRE ALARM, TEACHING STAFF MUST CEASE INSTRUCTION AT ONCE AND DIRECT ALL STUDENTS VIA THE NEAREST EMERGENCY EXIT TO THE ASSEMBLY AREA (EITHER PARKING LOT OR THE ADJACENT SIDEWALK).

EVACUATION OF MOBILITY IMPAIRED PERSONS
Proceed to the nearest refuge area, which is located close to or inside the main evacuation stairwell. Once you have arrived at the refuge area, ensure that fire wardens are aware of your location and wait for rescue.