HARBOUR CENTRE
515 West Hastings Street, Vancouver, B.C.

FIRE EVACUATION PROCEDURES
All employees should provide assistance to people with disabilities who may need help and assist visitors 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 25252 if possible. (Do not call 911 as it may delay response).

WHEN HEARING THE FIRE ALARM

FIRST STAGE ALARM (Sound: Slow Gong)
- Stand by to evacuate the building – listen for further instructions over the emergency voice paging system. The Harbour Centre Engineering department will broadcast a message during the first stage alarm.

SECOND STAGE ALARM (Sound: Fast Gong)
- Follow directions from floor wardens and evacuate the building via the nearest exit.
- Do not use elevators.
- Once outside, do not block exits, but proceed to the assembly area.
- Do not re-enter the building, unless authorized by the Vancouver Fire Department.
ASSEMBLY AREA
Steamworks Parking Lot

EVACUATION OF CLASSROOMS

- Faculty & Teaching Staff
  - Upon hearing the fire alarm, Faculty and Teaching Staff must cease instruction at once and direct students via the nearest emergency exit to the assembly area.

EVACUATION OF MOBILITY IMPAIRED PERSONS

- **When on the ground floor or a floor with an emergency exit to the outside:** Exit via the nearest emergency exit and proceed to the assembly area.
- **All other floors:** 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 Floor wardens are aware of your location and wait for further instructions or rescue.