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

<table>
<thead>
<tr>
<th>Leave the area. Close the door</th>
<th>Pull nearest fire alarm</th>
<th>Evacuate building via nearest EXIT: Do not use elevator.</th>
<th>Call 25252 if possible. (Do not call 911 as it may delay response).</th>
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WHEN HEARING THE FIRE ALARM

- Evacuate the building via the nearest exit.
- Do NOT use elevators.
- Proceed to the assembly area (see next page for location) to allow access by emergency vehicles and emergency personnel.
- Do not re-enter until authorized by Vancouver Fire Department or Campus Security.
ASSEMBLY AREA
Across the road, in front of Starbucks on Seymour Street.

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.