



FIRE EMERGENCY PROCEDURES FOR OCCUPANTS

As the person in charge of a group using the Community Use facilities, you are responsible for ensuring that all participants in your program are made aware of the following emergency procedures.

FIRE PROCEDURES:

It is the responsibility of all persons using these facilities that they be familiar with the "*Fire Emergency Procedures*", *Ontario Fire Code Reg. 2.9.2.*"

All permit holders are required to visit the school PRIOR to the first date of use indicated on their permit and review the following fire emergency procedures with the school custodian:

- ✓ Location of nearest fire exits
- ✓ Location of nearest fire alarm pull stations
- ✓ Location of fire fighting equipment

The permit holder is also required to review these emergency procedures with all participants of their program on the first date of use.

IF YOU DISCOVER A FIRE:

1. Leave fire area immediately and close doors behind you.
2. Sound the Fire Alarm at pull stations previously identified to you by the custodian.
3. Leave the building immediately by using the nearest exit.
4. **Call Fire Department (911).**

IN GENERAL:

- Keep doors to stairways closed at all times.
- Keep stairways, landings, hallways, passageways and exits clear of any obstruction.
- Have a working knowledge of activating the fire alarm pull station(s).
- **DO NOT use elevators.**