



FIRE EMERGENCY PROCEDURES FOR RENTALS

RESPONSIBILITY

In a fire emergency, everyone must know what to do and where to go. The permit holder is responsible for ensuring that all participants are made aware of and follow fire emergency procedures.

FIRE PROCEDURES

Each building has a unique Fire Safety Plan. The plan can be found in the main office, in the yellow Emergency Resources Binder. All rental groups should be aware of this plan.

An adult supervisor should be assigned as a person-in-charge. The person-in-charge is to identify and share with all participants:

- The location of the fire exits
- The location of the nearest fire alarm pull station
- The location of the nearest fire extinguisher

Each occupied area (Gym, Classroom, Library, etc.) will have a yellow fire poster. The poster explains how to get out of the building – both a primary and alternate way out will be listed.

The person-in-charge is responsible to make sure everyone evacuates the building, nearby washrooms have been checked, and all doors are closed upon exiting. This person will lead the rental group to a designated meeting area on the grounds and confirm everyone in the rental group is accounted for.

The rental group is responsible for their own plan for evacuation of persons with disabilities.

When the fire department arrives on scene, the fire department will confirm with the person-in-charge that all occupants have evacuated and are accounted for.

The rental group is not to re-enter the building until the fire department has given the all clear.

IF YOU DISCOVER A FIRE OR HEAR THE FIRE ALARM:

1. Proceed to the safest fire exit (Do Not Use Elevators)
2. Sound the Fire Alarm at a pull station
3. **Call Fire Department (911)**
4. Remain outside at the meeting area until the Fire Department has given the all clear.

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).