
Office Fire Response Policy

Date Approved by Council: March 16, 2023

Lead Role: Administration

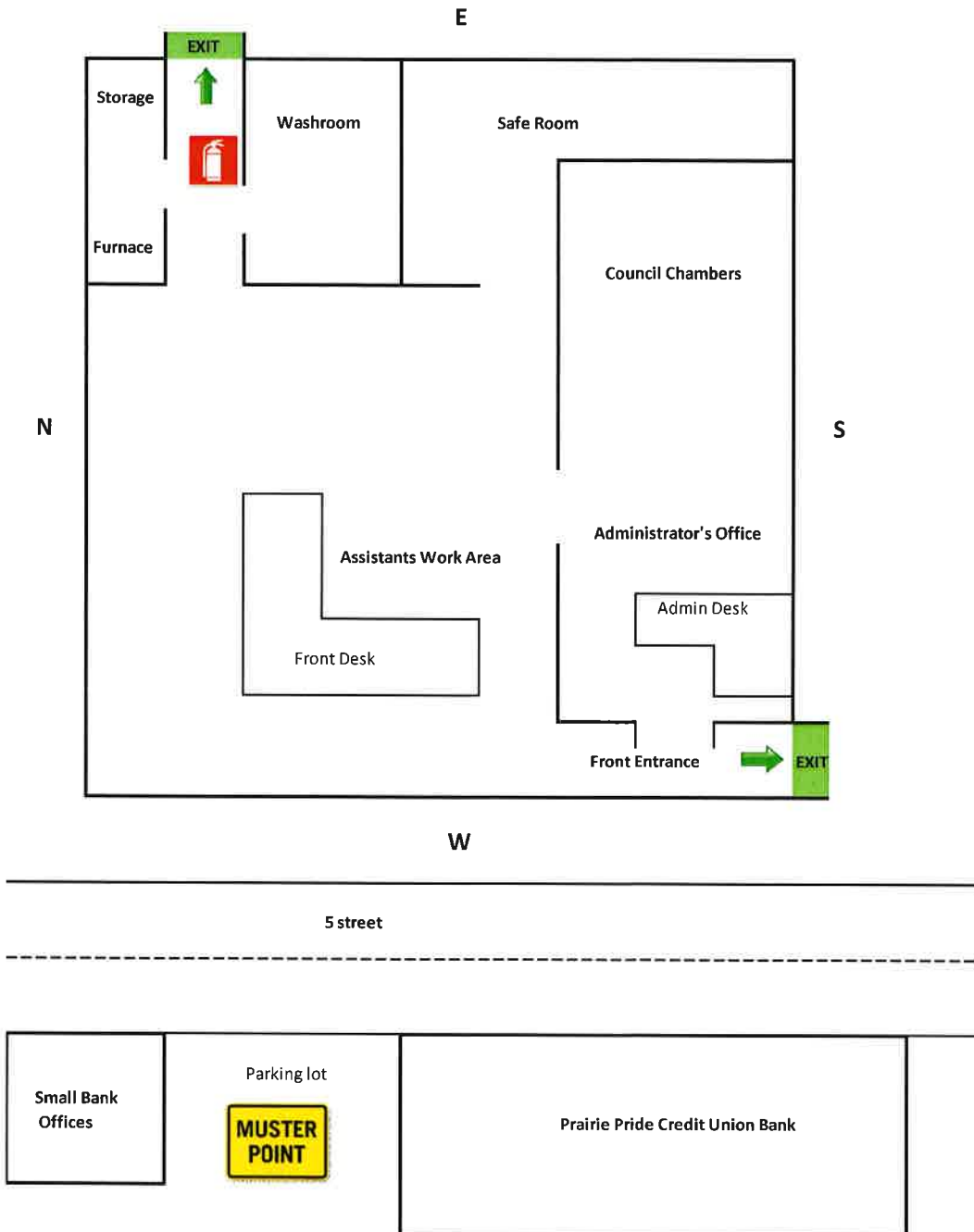
Policy Statement

Fire safety is everyone's responsibility. This policy outlines the standards which all office occupants are expected to follow in the case of a fire in the Town of Alameda Office.

Procedures

- 1) Assess the fire situation at hand.
- 2) In the case of a small fire, extinguish the fire, if possible, utilizing the fire extinguisher available within the office building by the washroom. Note their location, marked in red, on schedule "A", attached.
- 3) In the case of a large fire follow these steps:
 - Remain calm;
 - Leave your office, or other location, as quickly as possible, closing the door behind you;
 - Yell, 'FIRE, FIRE, FIRE!', alerting other staff of the emergency situation;
 - The employee nearest to the Safe Room shall close the door, if safe to do so;
 - Proceed to the nearest exit that can be safely accessed. Exit locations are marked in green, on the attached schedule "A";
 - Once safely outside, proceed to the muster point. The muster point shall be across the street at the Prairie Pride Credit Union Bank parking lot at 114-5th street.
 - Call 9-1-1 and provide the address of building;
 - Complete a headcount to ensure all office occupants are accounted for.
- 4) Do not re-enter the building for any reason.

Town of Alameda
Policy 200-1 – Office Fire Response Policy
Schedule “A”



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Document Revision History:

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