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# Town Shop Fire Response Policy

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Date Approved by Council: April 25, 2023

## Intent

In the event of a fire, the Town of Alameda aims to prevent injuries, loss of life and damage to property. This policy outlines the standards which all shop occupants are expected to follow in case of a fire at the Town Shop and is to be used as a guideline for fire prevention as well as what to do in the event of a fire.

## Guidelines

### Preventive Measures:

- Every individual shall familiarize him/herself with the locations of fire extinguishers, and evacuation points throughout the building;
- Evacuation points such as hallways, stairways and fire escapes are to be clear at all times and are not to be used for storage;
- Combustible items such as paper and cardboard and flammable materials are to be kept to a minimum;
- Avoid using long and/or multiple extension cords for electronic devices;
- Refrain from using electrical devices with known problems (ie. frayed electrical cord, or overheating);
- If a gas leak is suspected or you are aware of any damage to building equipment, be sure to report it to your manager; and
- All fire extinguishers are to be maintained yearly;
- Fire drills will be held on an annual basis, everyone is to participate;
- All fire safety equipment is to be checked/tested/inspected as required.

### In the event of a fire:

#### *Employees Shall:*

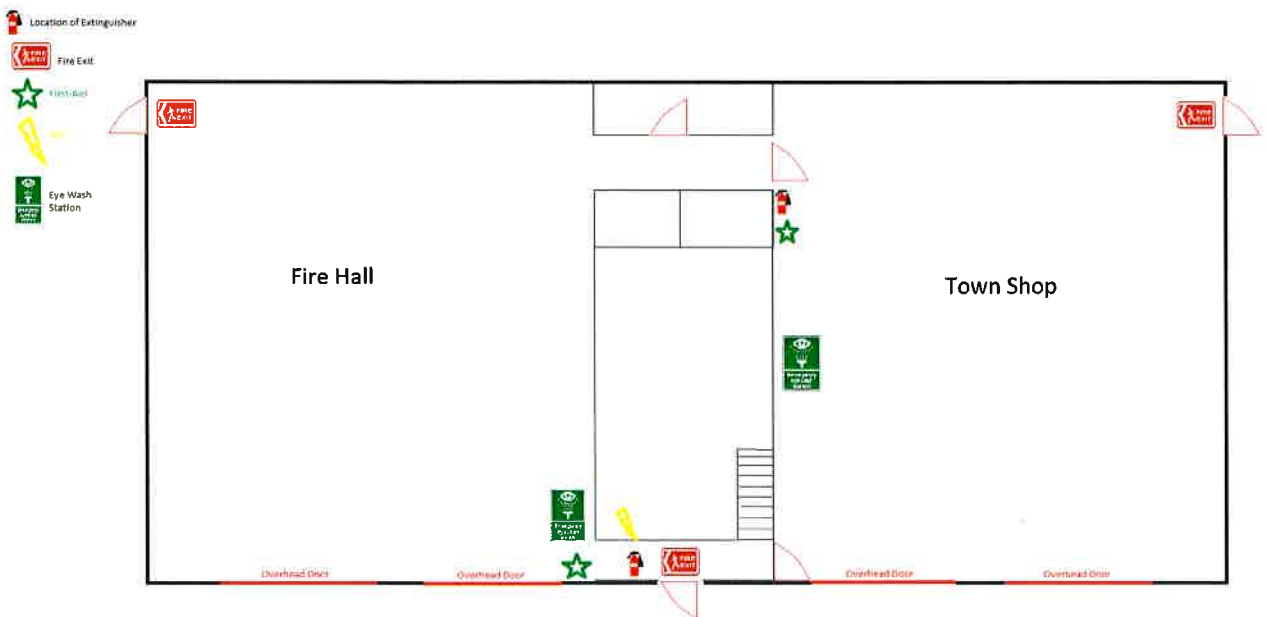
- Remain calm;
- If you have been properly trained on how to use a fire extinguisher and it is not a hazard for you to do so, attempt to use the fire extinguisher to put out the fire; note their locations, marked in red, on schedule "A" attached.
- Yell, "FIRE, FIRE, FIRE!", alerting other staff of the emergency situation
- If able, provide assistance to the individuals who require it;
- Evacuate using the closest and safest emergency exit
- Exit the building, and meet at the designated evacuation point;
- Call 911 and provide the address of the building;
- Do not re-enter the building until you have been informed that it is safe to do so.



Town of Alameda

Policy 200-2 – Town Shop Fire Response Policy

Schedule “A”



Document Revision History:

Document Title:	Revision Date:	Approved By:
Office Fire Response Policy		Council

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