

## Emergency Evacuation Procedure

### Application

Use this procedure evacuate the building all people. Situations include fire, gas leak, toxic or noxious gas release, cytotoxic drug release, building roof collapse risk, or flooding.

### Resources

- Fire pull station
- High visibility emergency hardhats
- Mobile telephone
- Emergency Evacuation form

### Procedure

#### Any Worker

Upon realizing that the building must be evacuated:

- 1) Stop working.
- 2) Locate a fire pull station and pull the handle down sharply.

#### All Workers

Upon hearing a fire alarm:

- 1) Stop working.
- 2) Help others to the nearest exit, if safe to do so.
- 3) Walk to the nearest exit.
- 4) Exit the building and do not re-enter.
- 5) Walk to the Muster Point.
- 6) Report to the Fire Warden.

### Floor Wardens

Upon hearing the fire alarm:

- 1) Don your high-visibility emergency hardhat.
- 2) Ensure your assigned area of the building is empty of people, if safe to do so.
- 3) Walk to the nearest emergency exit.
- 4) Exit the building and do not re-enter.
- 5) Walk to the Muster Point.
- 6) Report to the Fire Warden.

### Fire Warden

Upon hearing the call to evacuate, immediately:

- 1) Don your high-visibility emergency hardhat.
- 2) Exit the building and walk to the Muster Point.
- 3) Use a mobile telephone to call 911 and summon the fire department.
- 4) With the Floor Wardens, identify who is unaccounted for.
- 5) Speak with the fire department when they arrive.
- 6) Complete an Emergency Evacuation form.

### Version Control

- Version: 1.0
- Revised: January 10, 2024