

MANUAL OF ADMINISTRATION

TOPIC: HEALTH AND SAFETY	SUBJECT: Fire Emergency Response Plan (Avenue II Office)	Code: HS053
		Date of Issue: Jan 2003
		Revised: May 2013
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PURPOSE: To identify the steps to be taken for responding to a fire emergency and fire drills at the Avenue II office (122 South Cumberland Street).

RESPONSIBILITY:

All employees are responsible for following the fire emergency response plan.

DEFINITIONS:

Emergency: An emergency may include but is not limited to the following: fire, power failure, gas leak, severe weather conditions.

Evacuation Coordinator: The person assigned to ensure the safe evacuation of all staff, contractors, and visitors. The Human Resources Officer will normally hold this duty. If not available the Executive Director, or the Director of Support Services, General Manager, or Administrative staff, will assume the duty.

RESPONSIBILITIES:

In case of fire, when the fire alarm sounds or it is determined an emergency evacuation is required:

Employee:

During Office Hours (8:00 a.m. - 4:30 p.m., Monday to Friday):

1. In case of a fire in the Avenue II office, pull the red pull alarm.
 - a. Pull locations –
 - i. front door
 - ii. door in the lounge area where the couches are.
 - b. **Leave the building immediately, ensuring all visitors you are responsible for are with you.** A fire extinguisher is to be used to assist in safely exiting the building, if required. The locations of fire extinguishers are noted on the fire exit maps.
 - c. Gather outside the front door on the sidewalk.
 - d. Call 911.

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After Office Hours:

1. In case of a fire in the Avenue II office, pull the red pull alarm.
 - a. Pull locations-
 - i. Front door
 - ii. Door in the lounge area where the couches are.
 - b. Leave the building immediately, ensuring all visitors you are responsible for are with you.
 - c. Gather outside the front door on the sidewalk.
 - d. Call 911.
 - e. Call On-Call once you are out of the building.
2. If the fire alarm sounds:
 - a. Quickly close all doors (do not lock them)
 - b. Go outside through the front door and leave door ajar so you are able to get back in.
 - c. When the alarm stops ringing it is safe to return to regular duties.

Administration:

1. The member of Administration who is on telephone duty will ensure that the visitor log, office schedule, cordless phone, and a pen are taken with them upon evacuation.
2. Upon evacuation, they will check off those who have safely exited the building.
3. Inform the Evacuation Coordinator of who is unaccounted for.

Evacuation Coordinator:

(All people who may be the Evacuation Coordinator will be trained in the role by the Human Resources Officer.)

If the fire is not in Avenue II and/or you do not smell smoke:

1. Check the fire alarm panel in the main foyer of the building to determine the location of the fire.
2. Ensure the occupants of the Day Service apartment are evacuating.
3. Notify staff, visitors, and contractors of the need to evacuate the building.

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- a. Starting at the training room, all rooms will be checked and doors closed (but not locked) when the room is determined to be empty. The front offices will be the last to be checked for occupants.
 - b. If at any time the risk of fire is immediate, the Evacuation Coordinator will exit the building and the fire department will complete the sweep of the area.
4. Obtain the visitor log and office schedule from Administration and identify who is unaccounted for.
 5. Make contact with the fire department or emergency services to identify who may be left in the building.
 6. Notify people when it is safe to go into the building.

If the fire is in Avenue II or you smell smoke:

1. Notify staff, visitors, and contractors of the need to evacuate the building.
 - a. Starting at the training room, all rooms will be checked and doors closed (but not locked) when the room is determined empty. The front offices will be the last to be checked for occupants.
 - b. If at any time the risk of fire is immediate, the Evacuation Coordinator will exit the building and the fire department will complete the sweep of the area
2. Obtain the visitors log and office schedule from Administration and identify who is unaccounted for.
3. Make contact with the fire department or emergency services to identify who may be left in the building.
4. Notify people when it is safe to go into the building.

FIRE DRILLS

A fire drill will be conducted once a month. The date of the fire drills will be posted on the Health and Safety board in January of each year, and will be held on a day that the fire alarm testing occurs. The emergency evacuation procedure for the office will be followed for the fire drill. The results will be evaluated and improvements made where required.