

JOB PROCEDURES

FIRE EVACUATION PROCEDURE

**This information does not take precedence over OH&S. All employees should be familiar with the Saskatchewan Employment Act and the OH&S Regulations.*

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| APPROVED BY: | REVIEWED/REVISED DATE: |
| MATERIAL & EQUIPMENT REQUIRED | PERSONAL PROTECTIVE EQUIPMENT |
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| JOB STEPS | |
| 1. Assist any person in immediate danger to safety, if it can be accomplished without risk to yourself. | |
| 2. Yell fire! fire! fire! If possible, press the fire button on the alarm system and evacuate the building. If you are unable to press the fire alarm button, dial 911 from a safe location to report the fire. | |
| 3. If the fire is small enough, use a nearby fire extinguisher to control and extinguish the fire. Do not fight a fire if the following conditions exist: <ul style="list-style-type: none"> a. You don't know what's burning. b. The fire is spreading rapidly. c. You don't have the proper equipment. d. You can't do so with your back to an exit. e. The fire might block your means of escape. f. You might inhale toxic smoke. g. Your instincts tell you not to do so. | |
| 4. If the first attempts to put out the fire do not succeed, evacuate the building immediately. | |
| 5. Doors, and if possible, windows, should be closed as the last person leaves a room or area. | |
| 6. Upon evacuation of the building, all should proceed to the north side of the building or the front parking lot (whichever is safest). One person should notify adjacent businesses. | |
| 7. Never re-enter a building without permission from the fire department. | |