



### Emergency Response - Fire Alarm

Developed by:		Approved by:	Date created:	Last revision:
Jason M. Moffatt		G. Kaluzniak	January , 2016	December 1, 2022
Possible Hazards Present		Personal Protection Required		Additional Training
<ul style="list-style-type: none"> <li>- Inhalation of smoke</li> <li>- Inhalation of Chemicals/Toxins</li> <li>- Burns</li> </ul>		<ul style="list-style-type: none"> <li>- As Per Site Requirements</li> </ul>		
<ol style="list-style-type: none"> <li>1. When you hear the fire alarm, cease work immediately.</li> <li>2. Notify all employees via two-way radio or in person.</li> <li>3. Notify fire department.</li> <li>4. Where practical, backup any computer work to main and take a copy with you.</li> <li>5. Where practical, lock any valuable or classified information in the safe.</li> <li>6. Do not shut off lights.</li> <li>7. Pick up cell phone and an employee list from the bulletin board.</li> <li>8. Evacuate the building in an orderly manner using the nearest fire exit. Walk, do not run.</li> <li>9. Assemble at muster point.</li> </ol>				
Documentation/Legislation				
<p>4 - General Workplace Requirements                  13.5 - Emergency Exits                  19 - Fire and Explosive Hazards</p>			<p><b>This Safe Work Procedure will be reviewed anytime the task, equipment or materials change and at a minimum every three years.</b></p>	