To minimize loss and injury, any type of fire, indoor or outdoor, should be reported to the fire department immediately, dial 911.

**TAKE IMMEDIATE ACTION AND DIAL 911**

When the 911 operator answers, give the following information:

* "YOUR NAME", BUSINESS AND ADDRESS THAT YOU ARE CALLING FROM and the site address.
* Tell the operator: WE HAVE A FIRE CURRENTLY IN PROGRESS AT OUR WORK SITE."
* Tell the operator: The extent of the fire, (i.e., car fire, chemical fire, electrical fire, building fire, fuel fire).
* Tell the operator where the fire truck should enter and describe the site location.
* Indicate whether there are any injuries, and the number and extent of those injuries. Do not hang up until given permission to do so by the operator.
* Dispatch a fellow employee to the entrance to guide the fire truck to the fire area.

**EVACUATION**

If the fire is clearly out of control, pull the fire alarm, and where there is no alarm to pull, **YELL FIRE** and evacuate all personnel from the immediate area of the building to the designated muster station outside the building.

**Office/Warehouse** – Management or a designated (i.e., office employee) will ensure that all employees and any visitors are directed out of the building, and they will proceed out behind them, closing but not locking doors behind them. All employees and any visitors are to proceed to the designated muster station. Once outside, management or a designate are to ensure that the names of evacuees are listed to account for the building occupants who have evacuated. Safety Data Sheets are to be taken outside by management or a designated (i.e., warehouse employee) and made available to the fire department.

If the fire is small enough to be extinguished by a fire extinguisher, fire extinguishers have been placed throughout the building. Fire extinguisher locations are noted on evacuation maps posted throughout the building. Management, if not on site, is to be notified immediately. Emergency contact numbers are posted on the safety board(s) for emergency use.

**Job Sites** – Site employees are responsible for ensuring everyone from their company is out of the building and directed to the specified muster station for a roll call. Employees must not reenter the fire area until advised to do so by the fire department. Employees must inform management immediately (or as soon as reasonably possible).

**All employees** are to be aware of the Fire Evacuation Plan and act accordingly.

**Office/Warehouse/Shop/Job Sites - Emergency Response Procedure - Fire**

*If you discover a fire:*

* If you see or hear a fire, or smell smoke: •
* Sound the emergency horn/alarm or yell "FIRE" and direct others to exit the premises and proceed to the designated muster station
* Dial 911 from a safe location and give the operator all the pertinent facts.
* You might try to put out the fire using existing equipment - use your best judgment if trained and confident.
* If the fire does not go out or spread, leave the area immediately.
* Close all doors.
* Notify others in danger.
* Leave the premises by the nearest safe exit.
* Report to the designated muster station and wait there as directed.

*If you are trapped:*

* Dial 911 and describe your location.
* Place towels/clothes (wet if possible) at the bottom of the door.
* Open windows, if possible.
* Stay close to the floor if there is a lot of smoke

*Be Prepared:*

* Know the location of the fire exit, fire alarm, and fire extinguisher closest to your work area.
* Familiarize yourself with the procedures below, so that you are prepared in case of a fire.

Using an Extinguisher:

Think "PASS (Pull, Aim, Squeeze, Sweep)":

**P**ull the safety pin at the top of the extinguisher.

**A**im the nozzle/hose at the base of the flames

**S**queeze or press the handle.

**S**weep from side to side at the base of the fire until it is out.

Know your Extinguisher:

Type A (green triangle) - use for paper and wood

Type B (red square) - use for flammable liquids such as gas, oil, paint

Type C (blue circle) - used for electrical fires involving wires or equipment.

If your clothes catch fire: Stop whatever you are doing. Drop to the ground.

Roll to smother the flames. If someone else's clothes catch fire have them stop, drop, and roll.

Try to smother the flames with a piece of clothing.

**Contact Numbers:**

911: Fire /Police/ Ambulance

Department of Labour and Advanced Education: 1-800-952-2687

Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_