

CODE RED

FIRE EVACUATION PROCEDURES

Emergency response occurs in two stages:

- **During stage one**, an alert signal of 20 tones per minute prompts you to get ready. Stop work, remain calm, check the immediate area and listen for announcements. Ensure all windows and doors are closed, shut down and/or turn off equipment, prepare to evacuate and wait for the stage two alerts.
- **During stage two**, an alert signal at 120 tones per minute means evacuate immediately using the nearest safe exit and proceed clear of the building to a minimum distance of 100 m (300 ft.), at the designated assembly point (**Faculty of Medicine Building parking lot or Janeway parking lot(whichever is closer to your exit)**). During an evacuation, you are expected to comply with all instructions and orders from the deputy fire wardens, Campus Enforcement and Patrol, and the fire department.

HOWEVER, if you discover fire or see smoke:

1. Sound the alarm to warn occupants: This activates stage I alarm
2. Evacuate immediately and clear the building to a minimum distance of 100 m (300 feet) to the nearest assembly point; (**Faculty of Medicine Building parking lot or Janeway parking lot (whichever is closer to your exit)**). **DO NOT USE ELEVATORS FOR EVACUATION PURPOSES**
3. If you require assistance to evacuate:
 - a. Take shelter in a safe location
 - b. Inform someone of your location, and
 - c. Ask them to notify Campus Enforcement and Patrol or Fire Department of your location
4. If trained to do so, fight the fire only if it is small and not between you and an exit; and
5. Call 864-4100: Campus Enforcement and Patrol