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This brochure provides information and guidance for employees, office workers, and building managers on how to cope with a fire or other emergency in their building.

*Modern “high-rise” buildings are constructed of fire-resistant materials and have interior enclosed stairways. The smoke doors protecting these stairways **MUST BE KEPT CLOSED AT ALL TIMES** – an open door is no door.*

Modern office buildings contain a variety of built-in safety features, as well as enclosed stairways, which prevent the spread of fires. Safety features may include fire stops, fire dampers that are activated by smoke or heat sensors, partial or full sprinkler systems, and modern fire alarm systems with heat and smoke sensing devices. Fires in these modern buildings are generally confined to individual rooms or offices or possibly to one floor level.

A fire in a public building is no cause for panic. The Fire Department answers all fire alarms with up-to-date equipment and firefighters trained in rescue and fire control procedures. Upon their arrival, firefighters will effect necessary rescues, confine and control the fire, and ventilate smoke and fumes from the building.

If a fire occurs on or close to your floor level, it will likely be necessary for you to seek refuge as soon as possible. For the safety of yourself and others, it is extremely important that you become well acquainted with the stairways provided in your building, and with procedures to follow in case of fire.

Fire Safety and Evacuation Plan

The evacuation plan for a public building is the responsibility of the building management and the employers who are tenants in the building.

The following should be appointed:

- Fire Safety Director
- Floor Wardens
- Floor Warden Assistants

Action plans should cover all potential situations:

- What an individual should do upon discovering a fire.
- What floor wardens, evacuation control officers, telephone operators, the general public, maintenance staff, rescue crews and workers should do at the sound of an alarm.

Plans should cover actions to be taken upon the arrival of the Fire Department, and how to combat the fire until help arrives.

Valuable minutes could be saved by connecting the building’s fire alarm to an approved central fire alarm system.

For help with your planning, contact your local Fire Department.

NOTE

The Occupational Health and Safety Regulation of the Workers’ Compensation Board requires that “All workers must be given adequate instruction in the fire prevention and emergency evacuation procedures applicable to their workplace.”

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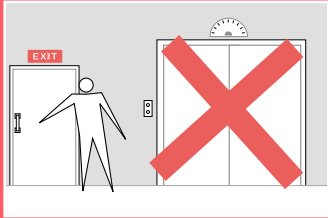
Vancouver Fire & Rescue Services
900 Heatley Avenue
Vancouver BC V6A 3S7

What to do in case of a **fire** in your public building

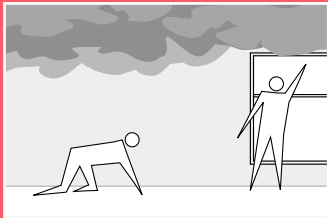


Fire Escape for Workers in Public Buildings

Remember



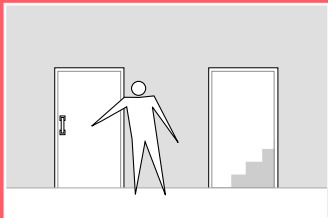
- Get out quickly.
- Know the location of fire exits.
- Do not use elevators.



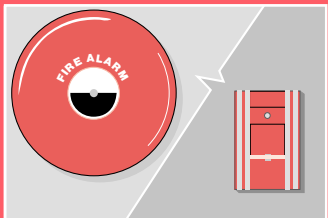
- If you are in smoke or heat — stay low.
- If you are trapped, close doors, wait at a window, signal for help.



- Do not fight a fire alone.

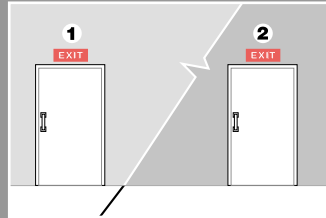


- Know TWO ways out.

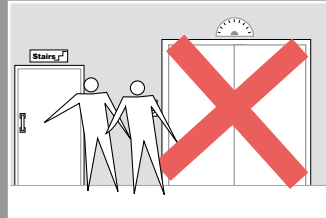


- Know how to sound the fire alarm.

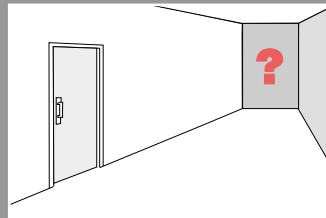
What to know



- Know where your two exits are located.
- Learn how doors swing and where stairs lead.



- Don't use elevators. Use the stairs.



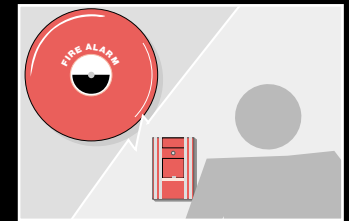
- Know which corridors are "dead-ends". Avoid them in case of fire.



- Areas of refuge are temporary places of shelter from fire.
- Exit stairways are suitable areas of refuge because they are enclosed by solid walls.
- Certain floors or portions thereof may be refuge areas. Check your building to know such areas.

What to do

Most public buildings have fire alarms to signal evacuation. Check their location and how they work.



Evacuation plans and fire reporting procedures vary for each building. Usually an alarm signals all occupants to leave the building immediately, or to go temporarily to an "area of refuge". Plan NOW what to do in accordance with posted fire emergency instructions.



IF the alarm sounds, leave at once! Close doors behind you. Do not delay.

If you are trained to use available emergency fire equipment, do so if the fire is still small. But do not take risks or fight a fire alone. Your safety always comes first.

No two buildings or fires are ever exactly the same . . . you must use judgement when a fire occurs.

If you become trapped in an area by smoke or heat, and cannot reach an EXIT, close the area door and seal off any cracks. Then open a window for air and signal firefighters for rescue. Do not panic or jump . . . WAIT!

