



FIRE EMERGENCY PROCEDURES FOR RENTALS

RESPONSIBILITY

In a fire emergency, everyone must know what to do and where to go. The permit holder is responsible for ensuring that all participants are made aware of and follow fire emergency procedures.

FIRE PROCEDURES

Each building has a unique Fire Safety Plan. The plan can be found in the main office, in the yellow Emergency Resources Binder. All rental groups should be aware of this plan.

An adult supervisor should be assigned as a person-in-charge. The person-in-charge should identify and share with all participants:

- The location of the fire exits
- The location of the nearest fire alarm pull station
- The location of the nearest fire extinguisher

Each occupied area (Gym, Classroom, Library, etc.) will have a yellow fire poster. The poster explains how to get out of the building – both a primary and alternate way out will be listed.

The person-in-charge is responsible to make sure everyone evacuates the building, nearby washrooms