

CRU/HNRU Fire Evacuation Procedure

- Stay calm. Stop all work immediately and shut off hazardous activities (turn off equipment, secure samples in lab).
- Respond to the alarm quickly. Do not assume it is a drill.
- All building occupants must immediately exit the building. Move calmly and quickly to the designated exit. Look around to be sure no one is left behind.
- Take your keys or critical personal items if they are within reach. Do not return to your desk to retrieve items.
- Close but do not lock doors as you leave.
- If a door handle is warm to the touch, open cautiously. If a door handle is hot, do NOT open it. Use an alternative exit.
- If smoke is present, crawl on the floor to minimize smoke exposure.
- Use stairwells only. **Do not use elevators.**
- People who cannot use the stairs for mobility reasons will:
 - Report to the nearest emergency exit stairwell and remain there.
 - Call the Control Centre (780-492-5555) or Protective Services (780-492-5050).
 - If a research participant has mobility issues, the research coordinator must remain with their participant in the nearest emergency exit stairwell. In LKS the stairwells on both sides of the building are fire-rated and safe places to wait for assistance.
- Once outside, move away from the building. Meet at the muster point, **parking lot C**, directly south of the building.
- You may not re-enter the building until an "All Clear" is given on-site.

IMPORTANT: If there is an emergency, and the alarm has not sounded, activate the fire alarm at the nearest pull station. There is a pull station located at the entrance to each stairwell on Level 2 LKS.