

QUICK REFERENCE CARD:**EMERGENCY
EVACUATION**

(Reference Procedure ERP 805)

UPON DISCOVERY OF FIRE:

- **Leave** fire area immediately and close doors behind you
- **Pull** the nearest fire alarm
- **Evacuate** the building via the nearest exit
- **From Residence call Security at x2003 or 905-575-2003 from an outside line. FC at 55, IAHS at 88, MLC at 5888 or call 911.**

**UPON ACTIVATION OF THE
FIRE ALARM:**

- Go to the **nearest exit** and leave the building
- **Close doors** behind you

NOTE:

- **Do not use elevators or chair lifts**
- Use an alternative exit if you encounter smoke
- **If a person with a disability cannot be evacuated**, assist them to a fire rated room such as an office or classroom that is away from smoke or fire, as close as possible to an exit. Preference should be given to rooms with two exits and a telephone or intercom. Notify Security and/or the Fire Department of their specific location.
- **Do not re-enter** the building until authorized by the Fire Department, Security, Staff or Fire Wardens