

# ASPER CENTRE FOR THEATRE AND FILM

## FIRE & EVACUATION PROCEDURES

### IF YOU SMELL A BURNING ODOUR:

- Contact Security Services (204-786-6666)
- Wait in a safe location

### IF YOU SEE SMOKE OR FIRE:

- Leave the area immediately
- Activate the fire alarm by using the nearest pull station
- Evacuate using the stairwell; **DO NOT USE ELEVATOR**
- On your way out, warn others
- Once outside, move to the designated gathering point (see below)

### IF YOU ENCOUNTER HEAVY SMOKE:

- Return to or stay in your studio or office if you are unable to leave by an alternate exit
- Call 911 and await further instructions (8-911 from your office)

### UPON HEARING A FIRE ALARM:

- **IMMEDIATE EVACUATION IS MANDATORY**
- Close doors and windows only if safe to do so
- Evacuate using the nearest stairwell; **DO NOT USE ELEVATOR**
- Leave immediately, do not delay to locate personal items
- Close doors behind you – do not lock
- Fire Wardens or Supervisory Staff/Faculty should ensure that all persons have heard the fire alarm and are evacuating by quickly checking restrooms, copy rooms, storage rooms, etc.
- PERSONS WITH DISABILITIES should pre-arrange a “buddy” system to help communicate with staff in the event of an evacuation (speak with your instructor)
- Always leave yourself a direct path to an exit so you do not become trapped
- Once outside, move to the designated gathering point (see below)
- Do not return until it is declared safe to do so by Fire or University officials
- Do not attempt to extinguish the fire unless you are trained and feel you can do so safely

### **DESIGNATED GATHERING POINT:**

#### **BALMORAL BUS LOOP**

(Inside near Bookstore during cold weather)

-map on reverse-

