

MORRIS J. WOSK CENTRE FOR DIALOGUE

580 West Hastings Street

Vancouver, B.C.

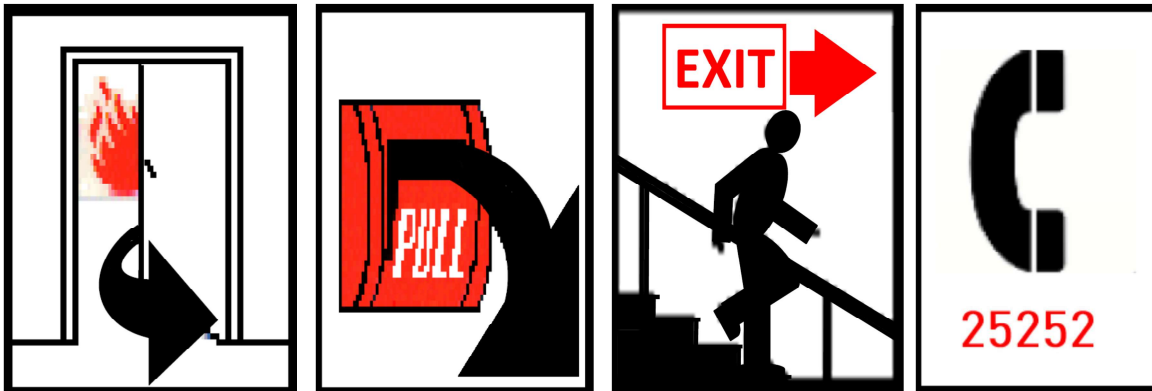
FIRE EVACUATION PROCEDURES

All employees should provide assistance to people with disabilities who may need help and assist visitors in leaving the building safely.

ONLY IF SAFE TO DO AND IF TIME ALLOWS (i.e., health and safety of the individual is not threatened):

- Turn off equipment and secure confidential information and money.
- Close windows and doors when leaving the office or work site.
- Take valuables and clothing in the event that re-entry to the building is delayed.

WHEN DISCOVERING A FIRE



Leave the area. Close the door

Pull nearest fire alarm

Evacuate building via nearest EXIT: Do not use elevator.

Call 25252 if possible. (Do not call 911 as it may delay response).

IF SAFE: EXTINGUISH THE FIRE WITH A PORTABLE FIRE EXTINGUISHER

BUT ONLY IF YOU ARE TRAINED AND THE FIRE IS SMALL OR CONTAINED

WHEN HEARING THE FIRE ALARM

- Evacuate the building via the nearest exit.
- Do NOT use elevators.
- Proceed to the assembly area (see next page for location) to allow access by emergency vehicles and emergency personnel.
- Do not re-enter until authorized by Vancouver Fire Department or Campus Security.

ASSEMBLY AREA

Assembly area for regular number of employees:



Across the road, in front of Starbucks on Seymour Street.

EVACUATION OF CLASSROOMS

Faculty & Teaching Staff

Upon hearing the fire alarm, Faculty and Teaching Staff must cease instruction at once and direct students via the nearest emergency exit to the assembly area.

EVACUATION OF MOBILITY IMPAIRED PERSONS

When on the ground floor or a floor with an emergency exit to the outside: Exit via the nearest emergency exit and proceed to the assembly area.

All other floors: Proceed to the nearest refuge area, which is located close to or inside the main evacuation stairwell. Once you have arrived at the refuge area, ensure that Floor wardens are aware of your location and wait for further instructions or rescue.

MALFUNCTIONING FIRE SAFETY EQUIPMENT

Contact Vancouver Fire at 604-232-3473 when you notice:

- A fire alarm is inaudible
- Egress routes are poorly lit
- Fire doors don't close properly

- Portable fire extinguishers are missing
- Stand pipe caps are missing
- Emergency and exit lights are not working or are missing

When pull stations and fire extinguishing equipment are obstructed, approach the area supervisor, or notify the Fire Safety Director, who will inform the area supervisor.

FIRE SAFETY PERSONNEL – CENTRE FOR DIALOGUE

BEC/FLOORWARDENS ARE NOT APPOINTED FOR THIS BUILDING DUE TO REGULAR LOW OCCUPANCY.

- During a fire alarm, Campus Security (local 25252) assume the role of Floor wardens, assist occupants with a safe evacuation from the building, and direct them across the road to the assembly area in front of Starbucks on Seymour Street (see page 22).
- If large visitor groups are present in the building during an emergency evacuation, they will be directed to the back alley South East of the building.

Fire Alarm System

Activation of the system will cause an evacuation alarm in the Morris J. Wosk Centre for Dialogue, sounding a bell, signalling occupants to evacuate immediately.

Annunciator Panel

The annunciator panel is located on the Main floor (1st floor) at the entrance lobby (Gallery room 105) off the South lane (see floor plans page...).

Emergency Lighting

In the event of a power failure, a combination of battery packs and generator power will be activated to illuminate exit lights, and lights in corridors and open floor areas.



FLOOR PLANS

