

**Purpose:**

To prepare YG employees, clients and contractors to better react to an unforeseen emergency situation involving a fire.

**Scope:**

This procedure applies to all owned/leased facilities under the authority of the Deputy Minister/President of YG Departments/Corporations and all people in the facility.

**Responsibilities:**

Senior Management

- Ensure Floor/Zone Wardens and Building Marshals are identified and trained
- Ensure fire drills are carried out annually, at a minimum
- Ensure fire emergency procedures are developed and posted for all work areas under their authority

All employees

- Must ensure that materials are not stored in emergency exits or evacuation routes
- Know the location of primary exit and alternate exits
- Their responsibilities in a fire

Floor/Zone Wardens

- Check all offices, workspaces and rooms for victims or persons requiring evacuation assistance
- Close doors upon exiting each checked room
- Report to Building Marshal the status of area check

Building Marshals

- Go to muster location
- Meet with emergency responders

**Procedures:**

- If you detect fire or smoke, shout “**Fire! Fire! Fire!**” and pull the nearest fire alarm.
- Begin evacuating the building without delay.
- Do not attempt to control or extinguish a fire unless you are trained and have no other course of action to evacuate the building.

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- Safety of staff is more important than property loss
- If exits are blocked because of fire and an escape cannot be safely made with the use of a fire extinguisher, the Floor Warden will instruct you to muster in an office(s) farthest from the fire - close the door and wait for assistance

**DO NOT:**

- break windows as oxygen will fuel the fire
- return to your office to retrieve your possessions
- leave the muster area until instructed to do so
- return to the building until instructed to do so
- speak to the media

After Hours Alarms

- If you hear or activate the fire alarm outside regular working hours, briefly check the floor for other people before you evacuate
- Inform the Fire Department of any persons in the building requiring assistance

***Do not re-enter the building until authorized by the Fire Department.***

**Training**

All staff will be told during their first day orientation and annually the following:

- How to warn others of the fire including the operation of the workplace's fire-warning system
- Location and use of evacuation routes
- To assist or direct visitors or members of the public from the workplace
- Location of muster points
- Emergency reporting procedure
- Location and use of fire equipment

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