

# **BUILDING FIRE SAFETY PLAN HAMILTON CONVENTION CENTRE**

## **PROCEDURE IN CASE OF FIRE ALL OCCUPANTS**

1. If you discover **FIRE**, see smoke, or smell gas, operate the nearest manual fire alarm station and warn persons nearby in the same area.
2. Only if the fire is small, use a fire extinguisher if safe to do so. If smoke or fire threaten the safety of the operator, close door of the fire area to confine the spread of fire and smoke, and leave the building.
3. If you hear a **FIRE ALERT SIGNAL** prepare for evacuation (intermittent ringing bell or horn), await instructions over the P.A. system.
4. If you hear a **FIRE ALARM SIGNAL** in your area (continuous ringing bell or horn), walk smartly to the outside and clear of the building using the nearest safe mean of egress.
5. Move away from exterior doorways and move along sidewalks away from the building to allow progress of those following and to keep the area clear for Fire Department operations. Do not cross streets in heavy traffic.
6. Elevators shall not be used unless specifically authorized by the Fire Chief.
7. All physically disabled persons shall be assisted.
8. Do not attempt to remove any vehicles from any parking level.
9. Personnel of the Building Emergency Response Organization shall carry out their assigned duties.
10. If you cannot leave your room because of dense smoke, close, but do not lock the door. Seal all cracks around doors with towels or tape if available. Dial 911 and tell the Fire Department where you are. Crouch low to the floor if smoke enters the room.