

APPENDIX F

BUILDING SIGNS

F-1 IN CASE OF FIRE

F-2 IN CASE OF EARTHQUAKE

F-3 HOW TO USE A FIRE EXTINGUISHER

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IN CASE OF FIRE

IF YOU DISCOVER A FIRE

- ASSIST others to ensure no person is in danger in the immediate area.
- CLOSE doors and windows to isolate the fire.
- ACTIVATE a fire alarm pull station. Fire Department will automatically be notified.
- EXTINGUISH the fire ONLY if it is SMALL and you are NOT alone.
- EVACUATE the building via the nearest safe exit, CLOSING doors as you leave. DO NOT use the elevator. MEET at the EMERGENCY EVACUATION AREA outside.
- WAIT for Fire Department to arrive, and provide information regarding location and nature of fire.
- DO NOT RE-ENTER the building until the Fire Department gives permission to do so.

IF A FIRE ALARM IS SOUNDED

All instruction and activity shall cease, machinery and appliances shut off, lights turned off and students told to remain still and await further orders.

The teacher will take the class register book or other such record of attendance as may be available and keep possession of it until the end of the alarm.

The teacher will open the classroom door, determine the evacuation route to be taken and lead the class out of the building in a quiet, orderly manner to the EMERGENCY EVACUATION AREA.

Staff and students outside the classroom and still in the building shall go to the nearest corridor, leave the building and report to their class outside the building.

Staff will check to see if washrooms or other rooms are unoccupied.

Once assembled at the EMERGENCY EVACUATION AREA, the teacher shall check the names and the number of students. Each teacher must send a runner to report that the students in the division are all accounted for. The names of missing students should be sent to the Secretary.

Teachers, Teaching Assistants and other adults not enrolling classes should report directly to the Secretary.

Students will remain at their location until dismissed by the Principal or person-in-charge. Three bells will be rung to indicate it is safe to return to the school.

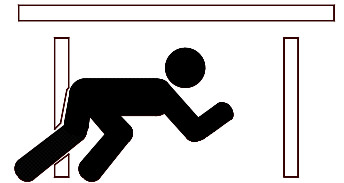
No person shall enter the school until the 3 bells have been sounded.

**Your Fire Department Telephone Number is 604-946-8541
or Emergency 9-1-1**

IN CASE OF EARTHQUAKE

DROP

DROP down to the floor.



COVER

Take COVER under a sturdy desk, table or other furniture. If that is not possible, seek COVER against an interior wall and protect your head and neck with your arms. Avoid danger spots near windows, hanging objects, mirrors or tall furniture.



HOLD

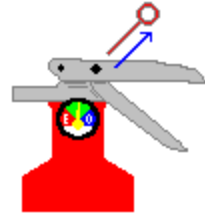
If you take cover under a sturdy piece of furniture, HOLD on to it and be prepared to move with it. HOLD the position until the ground stops shaking and it is safe to move.



HOW TO USE A FIRE EXTINGUISHER

P

PULL the pin at the top of the extinguisher that keeps the trigger from being accidentally pressed.



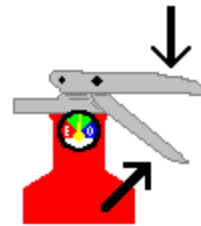
A

AIM the extinguisher nozzle toward the base of the fire. Stand about 2-3 metres from the fire.



S

SQUEEZE the trigger while holding the extinguisher upright to discharge the agent.



S

SWEEP the nozzle from side to side at the base of the fire, covering the area of the fire.



REMEMBER:

- Should your path of escape be threatened
- Should the extinguisher run out of agent
- Should the extinguisher prove to be ineffective
- Should you no longer be able to safely fight the fire

LEAVE THE AREA IMMEDIATELY!