Emergency Response - Fire Alarm

Facility:	Written By:	Approved By:	Date Created:	Date of Last Revision

Hazards Present:	PPE or Devices Required:	Additional Training Required:
Inhalation of smoke	As Site Requires	Fire Drill Training
Inhalation of chemicals / toxins		Fire Extinguisher Training
Inhalation of carbon monoxide		
Burns		

Safe Work Procedure:

1) When you hear the fire alarm cease work immediately.
2) Notify all employees via two way radio or in person.
3) Notify fire department.
4) Where practical, back up any computer work to main and take a copy with you.
5) Where practical, lock any valuable or classified information in the safe.
6) Do not shut off lights.
7) Pick up a cell phone and an employee list from the bulletin board.
8) Evacuate the building in an orderly manner using the nearest fire exit. Walk, do not run.
9) Assemble in muster area.

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure

REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

Guidance Documents/Standards:	This Safe Work Procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years
MB Workplace Safety & Health Act & Regulations: 4 General Workplace Requirements 13.5 Emergency Exits 19 Fire and Explosive Hazards	Reviewed By WSH Committee: Date: