

6. FIRE

The fire orders, which have been developed in conjunction with the Ottawa Fire Department, Human Resources Development Canada and the departmental Joint Occupational Safety and Health Committee (JOSH), provide for the safety of all building occupants in the event of an emergency or practice evacuation.

Occupants requiring special assistance during an emergency should refer to page 6 of this booklet for instructions.

It should be noted that the evacuation procedures have been prepared in accordance with the regulations as specified in the *Treasury Board Manual*, Canada Labour Code Part II and the Occupational Safety and Health Regulations Part XVII.

ALL PERSONNEL

IF YOU DISCOVER FIRE, SEE SMOKE OR SMELL GAS

1. Activate the nearest fire alarm to warn occupants.
2. Evacuate immediately using the nearest stairwell and safe exit. Clear the building to a minimum distance of 100 metres.
3. From a safe location contact the Building Fire/Safety Control Centre (992-1150) as you may have information that would be useful to the Ottawa Fire Department.
4. Return to the building only when authorized by the Ottawa Fire Department.