

7. FIRE

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

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 Part XVII of the Occupational Safety and Health Regulations.

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 safe exit. Clear the building to a maximum distance of 100 m (300 ft.).
3. From a safe location contact the Ottawa Fire Department at 9-1-1.
4. Return to the building only when authorized by the Municipal Fire Authorities.