

## Before and After Program Fire Evacuation Procedure

<b>Location</b> St. Mary's Education Center / Academy Kid's First Room	<b>Fire Department</b> Sherbrooke & Area Volunteer Fire Department
<b>Address</b> 121 Old Road Hill, Sherbrooke, NS, BOJ 3C0	
Program Supervisor	Program Leader

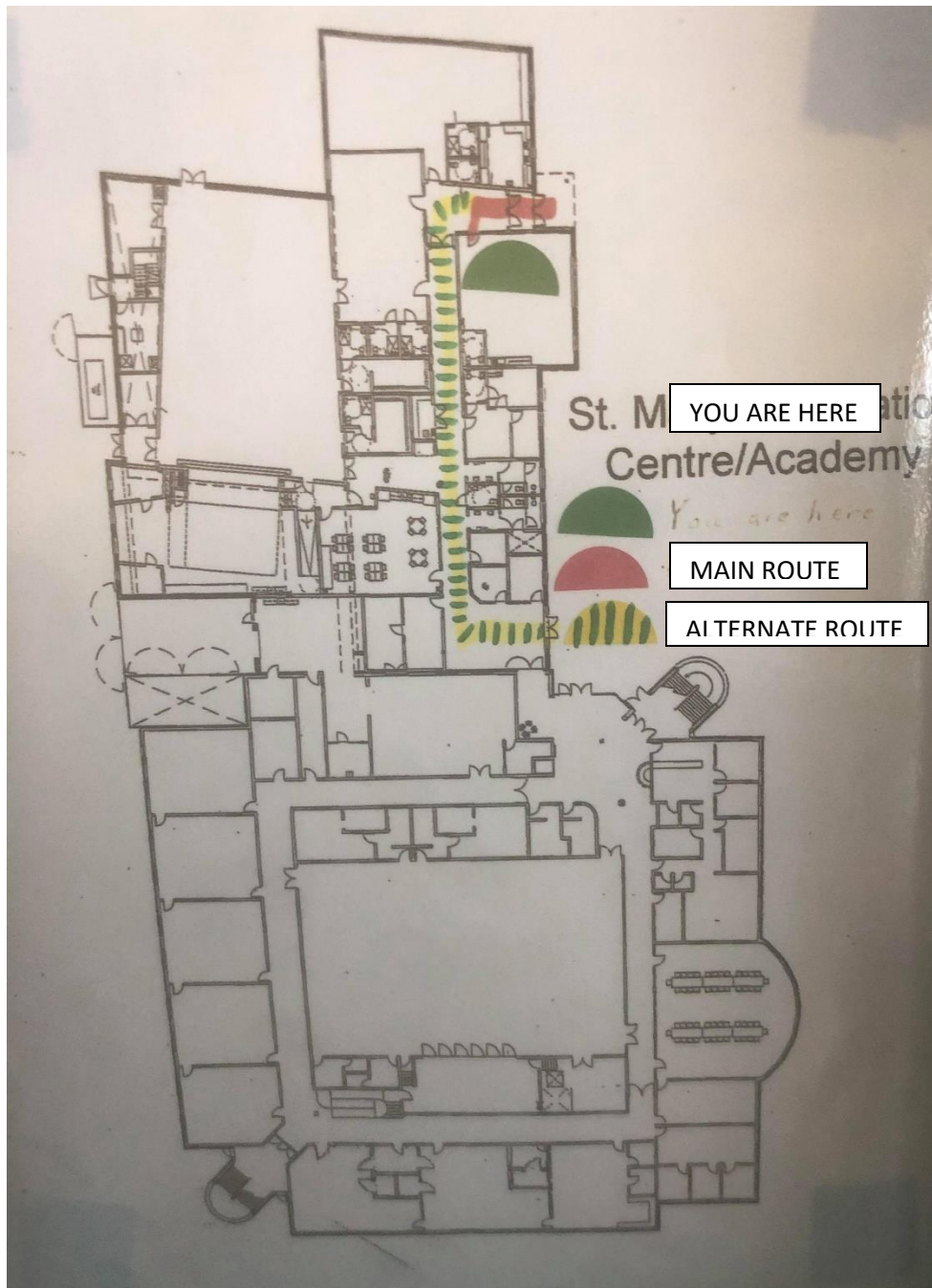
1. If anyone in the facility detects fire or smoke they must proceed to the nearest fire alarm pull station, activate the alarm, evacuate the building and proceed to the muster point.
2. When the fire alarm sounds implement the R.A.C.E. principle:
  - R- Remove individuals in immediate danger.
    - Remain calm and be alert for signs of fire.
  - A- Activate the fire alarm system using the nearest pull station
    - Designated person contact 911.
  - C- Contain smoke and fire.
    - Staff are to carry out their specific duties as per the fire emergency plan.
    - Close doors and windows.
  - E- Evacuate the building using the nearest exit.
    - Conduct a sweep of your area including corridors and washrooms to confirm occupants are evacuated.
    - Evacuate to the exterior designated meeting area.
    - Do not leave the meeting point until instructed to do so.

### 3. Individuals Requiring Assistance

With the support of staff, individuals shall proceed to the designated exit. Occupants with proper training may attempt to extinguish the fire, if it's safe to do so. No one shall re-

enter the building until the building is determined safe to re-occupy by the Authority having jurisdiction.

### Before and After Fire Evacuation Route



The muster point is the Bus Garage.