



Policy and Procedures Manual
NorWest Co-op Community Health Centre

Policy: **Fire Incidents**

Category: Workplace Safety and Health-Emergencies & Unusual Occurrences

Effective: **November 2016, revised from** August 31, 2008

Purpose: To minimize danger to clients, staff and volunteers in the event of a fire.

Procedure: 1) Any person identifying that fire is imminent, is to pull the nearest fire alarm. **Fire Alarms** at Access NorWest are located as follows:

- a) At the front entrance door;
- b) In Room 117 (fitness area);
- c) Daycare entrance / exit;
- d) In Room 113;
- e) Outside staff lunch room; and,
- f) At the south exit (back door).

2) **Fire Extinguishers** at Access NorWest are located as follows:

- a) Between public men's and women's washrooms;
- b) In the waiting room / lobby area;
- c) At the lab;
- d) In the maintenance room;
- e) In the Primary Care hallway;
- f) Room 112;
- g) Beside staff kitchen;
- h) In hallway outside Room 146; and,
- i) In hallway between Rooms 137 & 145.

3) In the event of a fire bell ringing the following procedures are to take place at **all NorWest sites**:

A. Staff, clients and volunteers are to immediately evacuate from the nearest **safe** exit, as posted around the facility. The fire wardens are to assist and assure evacuation of all staff & visitors/clients from their designated area.

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B. The fire marshals are to immediately ensure all staff, clients and volunteers are accounted for.

C. Clients, staff and volunteers are not to return to the premises until the fire bell ceases to ring. This indicates that the building is safe.

D. Staff may also refer to their facility's fire plan for more information.

Executive Director _____

Date: _____

Supersedes: July 14, 1999