

WHAT TO DO IN THE EVENT OF A...

FIRE



If you discover a fire or other emergency in the building, immediately pull the fire alarm and follow the instructions below:

***CALL 911** from a phone located safely away from the fire and:

- State that the **FIRE DEPARTMENT** is required
- give your **NAME**
- give the **ADDRESS** of the fire (**1855 Noel Avenue, Comox**)
- give any **INFORMATION** about the fire

*Immediately **LEAVE THE BUILDING** by the nearest exit and, if possible, isolate the fire by **CLOSING DOORS** as you leave:

- Do not use the elevator
- Walk, do not run
- Proceed to the designated marshalling area away from the building:
TENNIS COURTS

*Wait for the **FIRE DEPARTMENT** to arrive and immediately give the Officer information about the **FIRE** or other emergency and advice of any **OCCUPANTS** that are still inside the building.

***DO NOT RE-ENTER THE BUILDING** for any reasons. *Contact following classes and cancel if necessary. *Contact Administrators (Kyna, Jennifer, Marisa or Saskia) Admin help contacting following classes, post on IG, FB and Website.

*The **FIRE DEPARTMENT** will advise you when, and if, it is safe to re-enter the building.

COACHES PLEASE WAIT UNTIL EVERY KID IS PICKED UP AND ACCOUNTED FOR!!!

1855 Noel Avenue, V9M 2H4, Comox

