



Prepared

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Approved

Doc. no.

MN-SA1

Rev.

A

Date

28-07-2010

Building Evacuation and Fire Emergencies

If you discover a fire:

- **Alert** people in the area of the need to evacuate
- **Activate** the nearest fire alarm
- **Call** Fire Department **110**

If a building fire alarm is sounding or you receive notification of a fire emergency:

- Evacuate to the nearest Emergency exit
- **Feel the door** or doorknob to the hallway/room with the back of your hand. If it feels hot, do not open it – the fire may be on the other side of the door. If you are trapped, put a cloth or towel under the door to help prevent the entry of smoke. Dial 110 and tell the Public Safety Dispatcher your location and telephone extension and that you are trapped in the room and need rescue. Stay on the phone until instructed otherwise.
- **If the door is not hot**, open it slowly. If the hallway is clear of smoke, walk to the nearest fire exit and evacuate.
- **Close doors behind you.**
- **Do not attempt to use elevators.** Elevators are tied to the fire detection system and are not available to occupants once the alarm sounds.
- **Assemble** at the area designated in MiNaLab's Emergency Action Plan and remain there until instructed by the **Emergency Coordinator** or the fire department that it is safe to re-enter the building.