### ASPER CENTRE FOR THEATRE AND FILM FIRE & EVACUATION PROCEDURES

#### IF YOU SMELL A BURNING ODOUR:

- Contact Security Services (204-786-6666)
- Wait in a safe location

#### IF YOU SEE SMOKE OR FIRE:

- Leave the area immediately
- Activate the fire alarm by using the nearest pull station
- Evacuate using the stairwell; DO NOT USE ELEVATOR
- On your way out, warn others
- Once outside, move to the designated gathering point (see below)

#### IF YOU ENCOUNTER HEAVY SMOKE:

- Return to or stay in your studio or office if you are unable to leave by an alternate exit
- Call 911 and await further instructions (8-911 from your office)

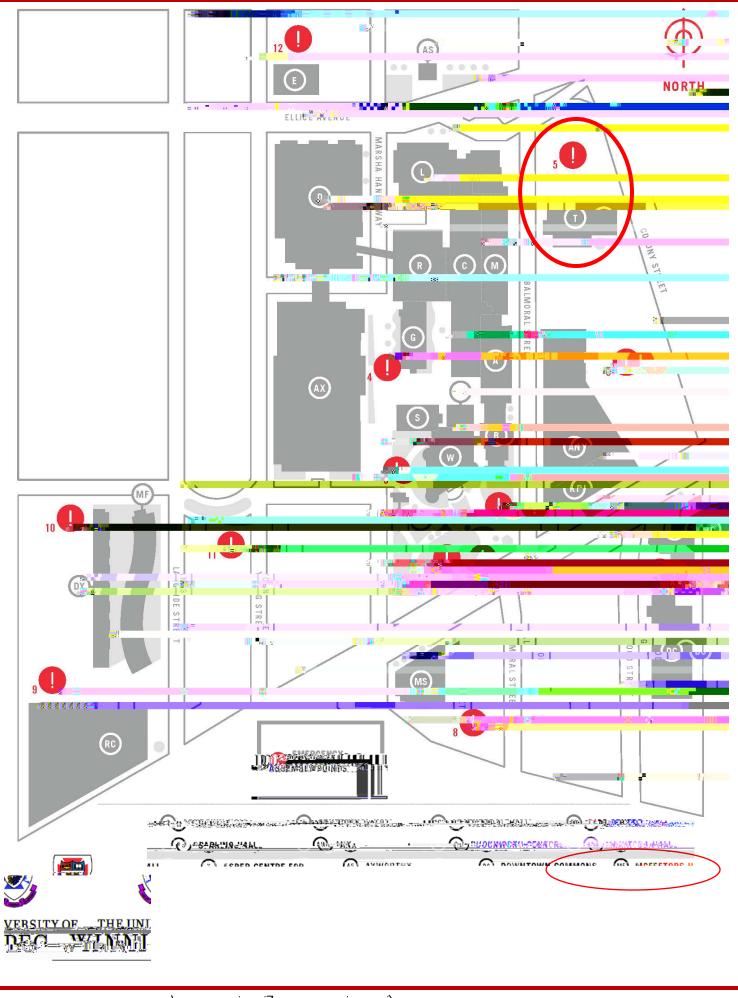
#### UPON HEARING A FIRE ALARM:

- IMMEDIATE EVACUATION IS MANDATORY
- Close doors and windows only if safe to do so
- Evacuate using the nearest stairwell; DO NOT USE ELEVATOR
- Leave immediately, do not delay to locate personal items
- Close doors behind you do not lock
- Fire Wardens or Supervisory Staff/Faculty should ensure that all persons have heard the fire alarm and are evacuating by quickly checking restrooms, copy rooms, storage rooms, etc.
- PERSONS WITH DISABILITIES should pre-arrange a "buddy" system to help communicate with staff in the event of an evacuation (speak with your instructor)
- Always leave yourself a direct path to an exit so you do not become trapped
- Once outside, move to the designated gathering/muster point (see below)
- Do not return until it is declared safe to do so by Fire or University officials
- Do not attempt to extinguish the fire unless you are trained and feel you can do so safely

# DESIGNATED GATHERIN G/MUSTER POINT:

## NORTH PARKING LOT (Impark)

(Inside Lockhart Hall during inclement weather) -map on reverse-



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