

3.3 BIO / CHEMICAL SPILLS / LABORATORY PROCEDURES

Employees

- Sound the fire alarm: Warn other occupants.
- Leave the building by the nearest (safe) **EXIT**.
- Close doors behind you.
- **Do not** use elevators.
- Assess the spill & perform mitigation actions if safe to do so
- Call the Fire Department at 911 (from a telephone in a safe area)
- Person with knowledge of type of spill and location should report to CEW and remain accessible for further information.

Upon hearing (alarm) signal:

- Leave the building by the nearest (safe) **EXIT**.
- Close doors behind you.
- **Do not** use elevators.
- Go to the designated marshalling area, during inclement weather. **OR** Clear the building by at least 100 m (300 ft.).
- Stay Calm.
- **Do not** enter the building until it is declared safe to do so.

Chief Emergency Warden

- Exit building and report to pre-determined assembly area.
- Gather evacuation status from Deputy Chief Warden(s).
- Notify Fire Department of anyone requiring assistance.
- Obtain clearance from Fire Department and then authorize building re-entry.

Deputy Chief Emergency Warden

- Exit building and report to pre-determined assembly area.
- Gather evacuation status from Floor Wardens and report to Chief Warden.
- Notify Chief Warden or Fire Department of anyone requiring assistance.

- Assign Floor Wardens to control pedestrian traffic, and vehicular traffic until police arrive.

Emergency Floor Wardens

- Coordinate evacuation of personnel from assigned area.
- Direct personnel to exit to pre-determined assembly area.
- Ensure monitors are available for persons requiring assistance.
- Check all locations within assigned area to ensure no one remains.
- Close doors when leaving.
- Notify Deputy Chief Warden or Fire Department of anyone requiring further assistance.
- Proceed to assembly area.
- Control traffic as assigned.

Monitors

- Report to person requiring assistance.
- Assist with evacuation.
- Notify Floor Warden of anyone requiring further assistance.

First-aid Attendants

- Exit and report to pre-determined assembly area.
- Administer first aid as required.