



PROCESS: **EMERGENCY EVACUATION PROCEDURE**

Department/Faculty: AFNS/ALES

Location: 4th Floor LKS Centre

Supervisor: Dr. Spencer Proctor 780-492-4672

Email: spencer.proctor@ualbrta.ca

Emergency Contact: Dr. Spencer Proctor

After-hours Contact: 780-909-7004

SCOPE:

University buildings may be evacuated for a variety of reasons, including fire, weather emergencies, hazardous material releases or bomb threats.

Familiarize yourself with the evacuation route and designated muster (gathering) point.

For more information on this and other emergency procedures visit: uab.ca/emergency

STEP BY STEP PROCEDURE OF THE PROCESS:

- Stay **calm**, do not panic
- Stop all work immediately or begin to shut down experimental work. If unable to do so alert the floor warden or contact Protective Services (780-492-5050)
- Turn off hazardous equipment
- Secure samples if possible
- Take keys, personal identification
- **Clear** from work space, alert coworkers, do not leave anyone behind
- Close doors behind you
- If smoke is present, crawl along the floor, cover mouth and nose
- **Leave** immediately, seeking the nearest designated exit
- Use stairways (south and north side of LKS), do NOT use elevators
- *People who cannot evacuate using the stairs for mobility reasons will:
Report to the nearest emergency exit stairwell and remain there or
Alert the Floor Warden or contact Protective Services (780-492-5050)
*In LKS the stairwells on both sides of the building are fire-rated and safe places to wait for assistance.
- Leave and move away from the building
- Meet at the **Muster Point**; Parking Lot C, south side of the LKS building (facing the hospital)
- Notify floor wardens or emergency responders if you suspect that someone is still inside
- Do NOT re-enter the building until permitted to do so by emergency responders or the Fire Warden
- **IMPORTANT**: If there is an emergency, and the alarm has not sounded, activate the fire alarm at the nearest pull station.