

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:

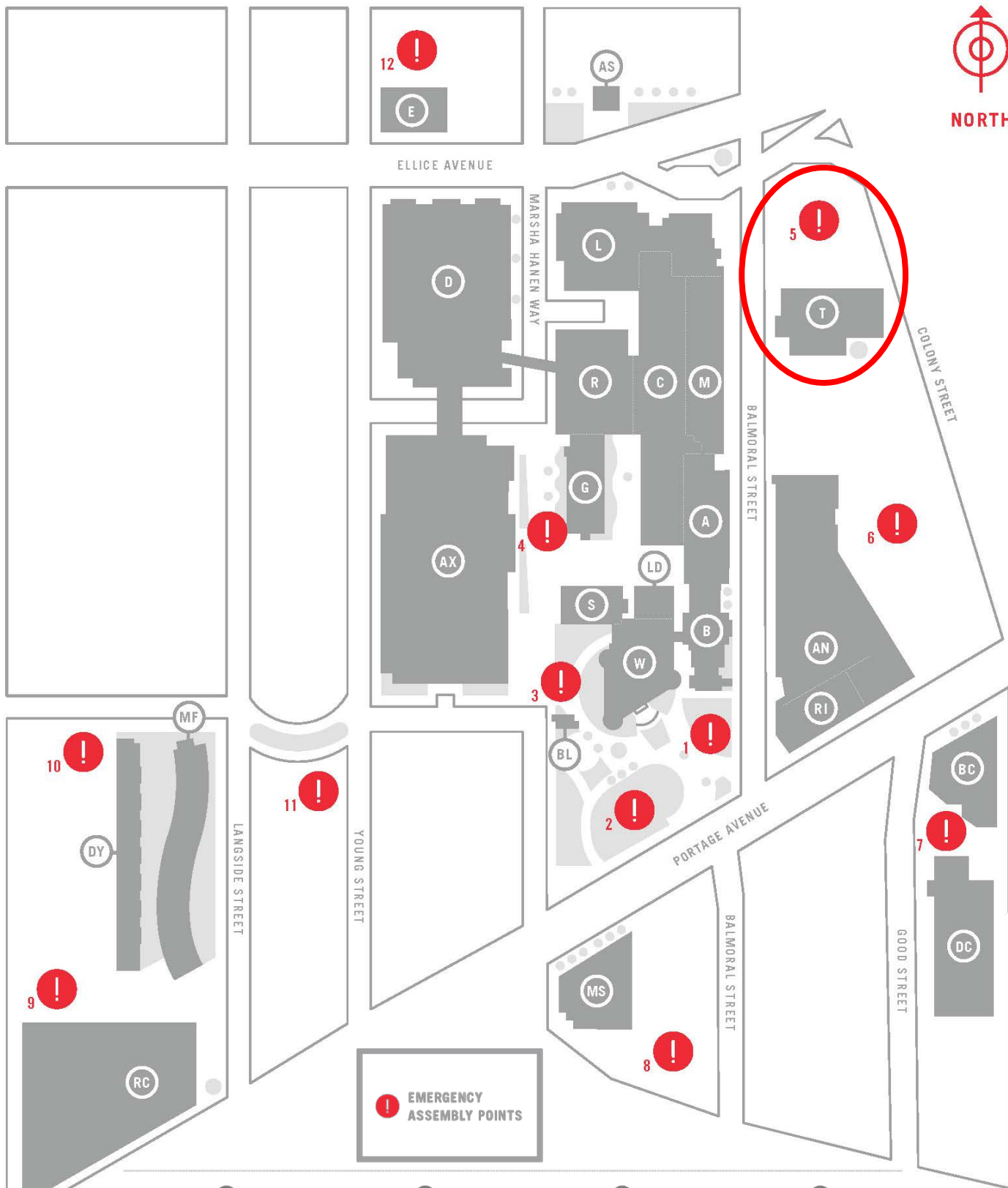
- **IMMEDIATE EVACUATION IS MANDATORY**
- Close doors and windows only if safe to do so
- Evacuate using the nearest stairwell; **DO NOT USE ELEVATOR**
- Leave immediately, do not delay to locate personal items
- Close doors behind you – do not lock
- Fire Wardens or Supervisory Staff/Faculty should 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 GATHERING/MUSTER POINT:

NORTH PARKING LOT (Impark)

(Inside Lockhart Hall during inclement weather)

-map on reverse-



EMERGENCY ASSEMBLY POINTS

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|---|---|--|--|
| (A) ASHDOWN HALL | (C) CENTENNIAL HALL | (LD) LEATHERDALE HALL | (RI) RICE CENTRE |
| (AN) ANX | (D) DUCKWORTH CENTRE | (M) MANITOBA HALL | (S) SPARLING HALL |
| (AS) AXWORTHY COMMUNITY STAGE | (DC) DOWNTOWN COMMONS | (MF) MCFEETORS HALL STUDENT RESIDENCE | (T) ASPER CENTRE FOR THEATRE AND FILM |
| (AX) AXWORTHY HEALTH AND RECPLEX | (DY) UWSA DAYCARE | (MS) MENNO SIMONS COLLEGE | (W) WESLEY HALL |
| (B) BRYCE HALL | (E) HELEN BETTY OSBORNE BUILDING | (R) RIDDELL HALL | |
| (BC) BUHLER CENTRE | (G) GRAHAM HALL | (RC) RICHARDSON COLLEGE FOR THE ENVIRONMENT AND SCIENCE COMPLEX | |
| (BL) UWSA BIKE LAB | (L) LOCKHART HALL | | |



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