



EMERGENCY RESPONSE PROCEDURES AT THE MNI FIRE ALARM (CODE RED)

If you detect a fire in your area:

1. Remove all persons in immediate danger.
2. Activate the manual fire alarm.
3. Dial 55-555 and specify the exact location of the fire (building wing, floor and room number).
4. Close all doors, windows and turn off oxygen flow meters, natural gas and vacuum taps.
5. If possible without risk to yourself, attempt to extinguish or contain the flame with the appropriate fire extinguisher.
6. Pay attention to the instructions transmitted over the PA system.
7. Identify yourself to emergency personnel and remain available in a safe location until the situation has returned to normal (as announced: "Code Rouge situation normale, Code Red all clear").

When you hear the fire alarm and/or a code red is called:

1. ALERT:

- Listen carefully to the announcement.
- Return to your workplace without using elevators.
- Make sure everyone in your area is aware of the alarm (working in closed rooms near noisy equipment can obscure the sound of the alarm).

2. STAND BY: The code red is a standby alert, unless any staff member are concerned for their immediate safety. Use common sense. If you feel threatened, you may leave at any time, but all personnel from your immediate unit should move together to a safe location, as defined in your departmental plan (A code green would be called if an evacuation is ordered.)

- Do not start new work.
- Prepare to stop ongoing work if the "all clear" is not called within a few minutes. Turn off any source of flame (or any other potentially dangerous equipment).
- Close windows and doors.
- Be prepared for a possible evacuation or request for assistance.
- Listen for instructions. When the incident is over the "ALL CLEAR" will be announced.

Note: A Code Red is not a signal to evacuate, unless you feel in danger. Any order to evacuate will be a Code Green, with specific instructions provided over the PA.