St. Gregory the Great Parish

Cambridge, Ontario

FIRE SAFETY PLAN  
OCCUPANTS PROCEDURES

UPON DISCOVERY OF A FIRE OR NOTIFIED OF A FIRE SITUATION:

1. Calmly notify all occupants in the immediate area of the fire condition.  
2. Leave the building immediately by the nearest and safest exit, closing doors behind you  
3. Sound the fire alarm by activating a manual pull station as you are evacuating.  
4. Call the fire department from a safe location by dialing 911, giving your name and say

there is a fire at:

**St Gregrory Church  
10 St. Gregrory Drive**

UPON HEARING THE FIRE ALARM:

1. Leave the building immediately by the nearest and safest exit, closing doors behind you  
2. Call the fire department from a safe location by dialing 911, giving your name and say

there is a fire at:

**St Gregrory Church  
10 St. Gregrory Drive**

EVACUATION MEETING PLACE:

1. Once you have evacuated the building proceed to the side-parking lot by St. Gregory

Drive away from the church property to allow emergency vehicles operational space for

firefighting.  
2. This location is the designated meeting place for all staff and visitors in the event of an

emergency evacuation.

IF YOU REMAIN IN THE BUILDING:

1. If the exit corridors or stairwells cannot be used due to excessive smoke, heat or fire

you should remain in your office/room or take refuge in adjoining office/room.  
2. Keep smoke from entering the office/room by closing the door.  
3. Keep low to the floor where air is cleaner.  
4. Call 911 and advise the Fire Department of your location.  
5. Do not evacuate upward as there is no access to the roof area.

A COPY OF FIRE SAFETY PLAN OCCUPANTS PROCEDURES SHALL BE POSTED ON EACH FLOOR