

Fire Safety Plan

The address of this location is **15923 114 Ave NW Edmonton**.

Discovering fire

1. Yell "FIRE!" repeatedly to warn other occupants to evacuate.
2. Evacuate by walking (not running) to the nearest exit. Leave personal belongings behind.
3. Call 911 and provide them with the address **15923 114 Ave NW Edmonton** (business name "Edmonton New Technology Society"). **Follow all directions from 911, and answer all of their questions.**
4. Make your way to the muster point (west side of the parking lot between us and Mission Building Supplies).
5. When safe to do so, contact directors@ents.ca to alert the Board to the problem. **Do not use the chat.**

Follow directions from emergency services at all times. The first Director on scene will assume command for member, visitor, and volunteer safety.

Sprinkler system activation

If water begins pouring from the sprinkler system, or the bell starts ringing on the exterior of the building: follow the **Discovering Fire** instructions above and **call 911** to confirm they have dispatched a firetruck.

Muster point & emergency exits

TODO: Provide map. Muster point is the parking lot entrance between our building and Mission Building Supplies.

Other details:

- Fire extinguisher locations
- Emergency exits
- Muster point
- Sprinkler shutoff/riser

Instructions for Directors

Your priority as a Director responding to a fire evacuation is to communicate with emergency services to ensure their needs are met. An emergency Board meeting will be called immediately to

discuss next steps. The Secretary assumes command upon arriving on scene.

Under no circumstance is anyone, including Directors, to enter the building until cleared by emergency services.

Upon arrival, confirm with those at the muster point whether anyone is missing. If anyone is missing or potentially missing, inform emergency services immediately of their last known location.

Revision #2

Created 2026-09-21 17:40:25 UTC by Travis

Updated 2026-09-21 18:07:30 UTC by Travis