



**Island Coastal Aviation**

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# **Fire Safety & Evacuation Plan**

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# Fire Safety Statement:

## Island Coastal Aviation (ICA) Safety Policy Statement

ICA is committed to a strong safety program that protects its staff, its property and the public from accidents.

Employees at every level, including management, are responsible and accountable for the ICA's overall safety initiatives.

Complete and active participation by everyone, every day, in every job is necessary for the safety of all workers on the job site.

Management supports participation in the program by all employees and provides proper equipment, training and procedures.

Employees are responsible for following all procedures, working safely, and, wherever possible, improving safety measures.

An injury and accident-free workplace is our goal. Through continuous safety and loss control, we can accomplish this.

# **Emergency Procedures**

Emergency Phone Numbers are posted throughout the office:

## **In Case of Emergency call:**

**Fire: 911**

**Ambulance: 911**

**Police: 911**

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### **Non-Emergency numbers:**

**Police: 604-465-2402**

**Fire: 604465-2401**

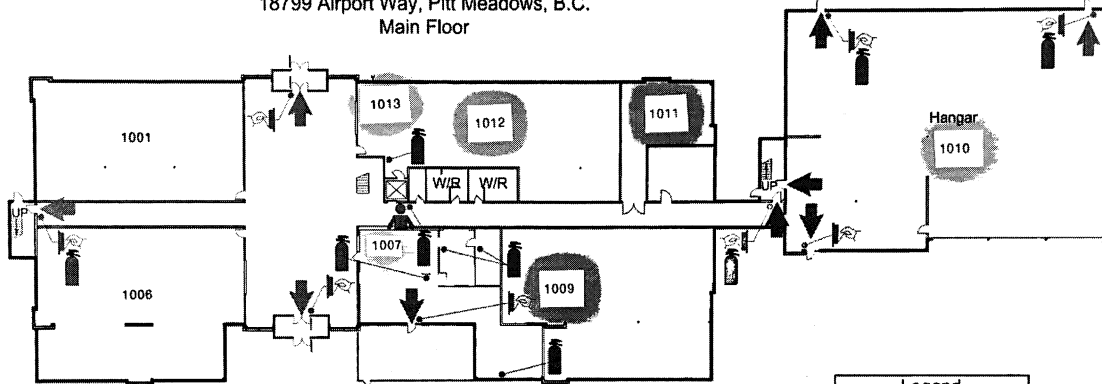
**City of Pitt Meadows: 604-465-5454**

**YPK Airport: 604-465-8977**

# Emergency Plan Drawing

## Building Exit Route

Pitt Meadows Municipal Airport  
18799 Airport Way, Pitt Meadows, B.C.  
Main Floor



Legend	
	Fire Exit
	Fire Extinguisher
	Pull Station
	You Are Here

### INSTRUCTIONS TO OCCUPANTS

#### IF YOU DISCOVER A FIRE

- **ACTIVATE** the fire alarm by pulling the nearest red manual pull station.
- **PHONE 9-1-1** from a safe place to report a fire at 18799 Airport Way, Pitt Meadows, B.C.
- **EVACUATE** the building via the nearest safe exit.
- **DO NOT USE THE ELEVATOR.**
- **ASSIST** people who require assistance.
- **PROCEED** to the Pre-Designated Assembly Area.

Remain Calm. WALK, DO NOT RUN.

#### IF YOU HEAR THE FIRE ALARM

- **EVACUATE** the building via the nearest safe exit.
- **DO NOT USE THE ELEVATORS.**
- **ASSIST** people who require assistance.
- **PHONE 9-1-1** from a safe place to report a fire at 18799 Airport Way, Pitt Meadows, B.C.
- **PROCEED** to the Pre-Designated Assembly Area.

Remain Calm. WALK, DO NOT RUN.

#### THE PRE-DESIGNATED ASSEMBLY AREA IS:

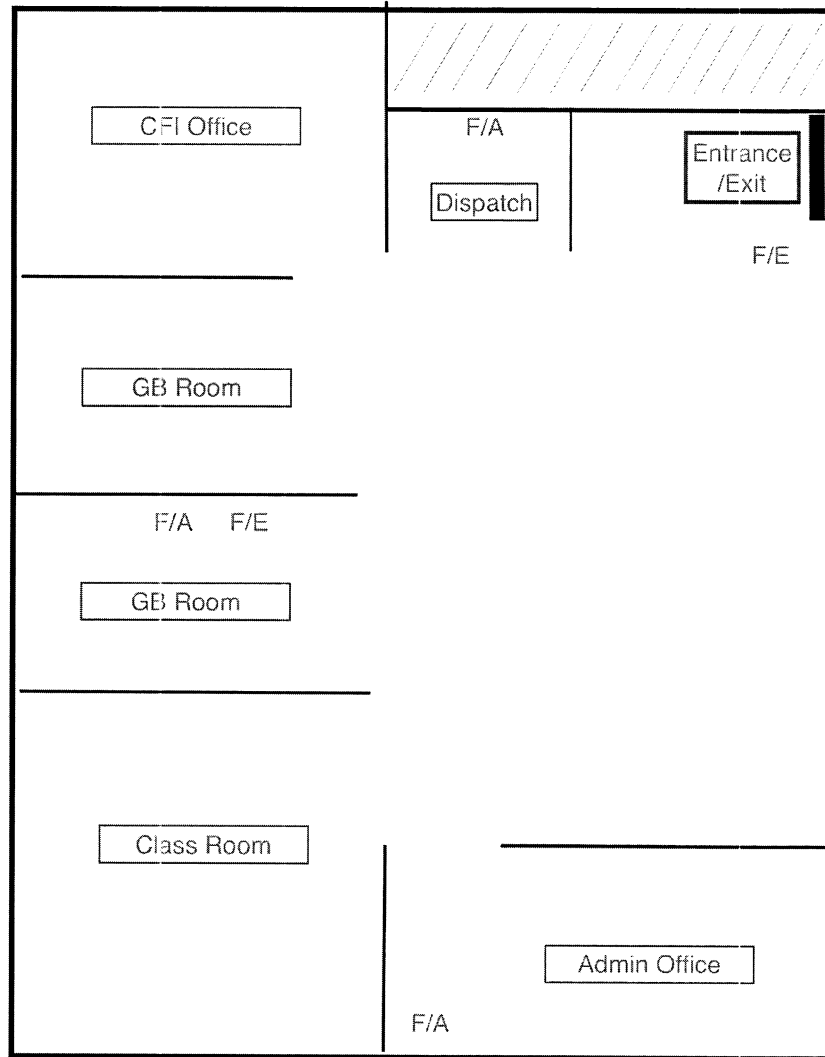
South of the building in the parking lot.

Do not re-enter the building until the Fire Department has given the "all clear" and it is safe to do so.



Urban Fire Safety Planning and Signs  
110 Burrard Street, Vancouver, BC  
604-275-6232  
604-262-2783

# ICA Office Map



F/A: First Aid Kit



F/E: Fire Extinguisher



Alarm is located at Entrance/Exit

## **Emergency procedures to be used in the event of fire:**

1. Leave the fire area immediately.
2. Activate the fire alarm in the building and alert others.
3. If safe to do so, assist anyone in immediate danger.
4. Close all doors behind you to confine the fire.
5. Go to Muster Area at front of terminal, in the parking lot
6. Do not re-enter the building until the fire department has cleared the building.
7. Notify management.

## **If you hear a fire alarm:**

1. Leave the building immediately.
2. Alert others, ask them to also leave the building.
3. Close all doors behind you to confine the fire.
4. Use exit stairwells to leave the building.
5. If designated with fire emergency duties, carry out pre-planned procedures if safe to do so.
6. Go to Muster Area at front of terminal, in the parking lot

## **Fire Prevention & Preparedness**

- Fire drills/ Emergency Evacuation procedures are practiced every 4 months.
- Emergency Lights and Fire extinguishers will be inspected month by the Health & Safety representatives and the building manager.
- The Health & Safety representative will provide regular monthly Safety Inspections, identifying areas of concern and implementing changes promptly as identified.
- Evacuation Plan to be reviewed annually.