

# HOLLAND COLLEGE

## OPERATIONAL PROCEDURE

**Category:** PHYSICAL AND INFORMATION RESOURCES  
**Topic:** EMERGENCY RESPONSE PROCEDURES  
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### **Related Documents:**

Board Policy [30-04](#) Institutional Safety  
Administrative Regulation [30-04-3](#) – Crisis Management  
[Crisis Management Response Plan](#)  
[Crisis Management Centre Contact Information](#)  
Management Directive [30-04-3-MEC-D1](#) – Weapons On Campus  
[Quick Reference - Holland College Emergency Procedures](#)  
[Shelter in Place Reference Guide](#)  
[Lockdown Reference Guide](#)  
[Hold and Secure Reference Guide](#)  
[Bomb Threat Reference Guide](#)  
[Holland College Lockdown Info Sheet](#)

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### **Resources:**

[PEI Fire Prevention Act – Codes and Standards Order](#)  
[Safety Tips for the Office – Fire Prevention Canada](#)  
<https://www.osha.gov/SLTC/etools/evacuation/evac.html>  
Simon Fraser University - <https://www.sfu.ca/srs/risk-emergency-planning/emergency-preparedness/emergency-procedures/active-threat.html>  
University of Waterloo - [Violent Person on Campus: Know You Can Survive](#)  
UBC Active Shooter Preparedness Workshop - <https://srs.ubc.ca/health-safety/emergency/emergency-response/take-action/>  
Bomb Threat: [Prepare for bomb threats](#)

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### **1. Definitions:** [\(Back to TOC\)](#)

**1.1 Active Threat** – An active threat is defined by the RCMP as one or more persons who seek out a target rich environment and participate in a random or systematic infliction of death or grievous bodily harm. These acts create an immediate risk to the safety to those in the vicinity.

**1.2 Building Evacuation** – means everyone is required to leave the building.

Emergency evacuation of a building may occur for a number of reasons. These reasons may include - fires, explosions, floods, earthquakes, hurricanes, toxic material releases, civil disturbances, workplace violence, and bomb threats. The evacuation process familiar to most is where a fire alarm is activated and everyone leaves the building in an orderly fashion. Other types of evacuation may occur under the direction of police and or College officials where the evacuation may be executed in stages.

**1.3 Building Lockdown** – means all doors leading to the outside are locked and people may not enter or exit the building. Lockdowns

are initiated when there is a threat or potential threat inside the building. A Lockdown minimizes access and visibility in an effort to shelter students, employees and visitors in secure locations. People inside that are in a “safe” room/location must stay where they are and people that are in unsafe areas (such as a hallway, cafeteria) should get to a safe area. Lights are turned off, curtains/blinds are closed, cell phone use is restricted and everyone inside the building should remain quiet. Entry to, and exit from, the building is restricted to emergency services personnel only.

**1.4 Hold & Secure** – is a response to a threat or incident in the general vicinity of the campus/building and there is no immediate danger to occupants unless they leave the building. Hold & Secure means staying inside the building and locking all doors to the outside to control entry to and from the building but continuing with normal activities inside the building.

**1.5 Mass Notification System** – In some centres this involves an Emergency Broadcast system that is triggered by calling 911 or a call or alert to the emergency call centre. Smaller centres or stand-alone buildings may use a megaphone for broadcasting.

**1.6 Shelter-in-place** – is used for environmental (hazardous materials release) or weather related threats. All occupants in a building should move away from windows and doors, seek shelter, and wait for instructions from college and or emergency officials.

**1.7 Weapons emergency:** A weapons emergency is defined as the presence of an armed intruder who is in possession of or using a Category 1 weapon as defined under the College’s Management Directive—Weapons on Campus. Category 1 weapons include:

- Firearms (including firearms that have been disabled)
- Explosives (including fireworks) –In the possession of, or under the control of an intruder.

**Note:** Bomb threats or the discovery of a bomb that is not under the control of an intruder must be dealt with as an evacuation.

- Air, Pellet, BB, and CO2 guns
- Cross bows
- Long bows
- Swords

- Combat knives
- Prohibited blades (a knife that has a blade that opens automatically by gravity or centrifugal force or by hand pressure applied to a button, spring or other device in or attached to the handle of the knife)
- Replica or imitation firearms (including props)

**Note:** A weapon does not have to be visible to constitute a weapons emergency. If it is believed that the threat is real, it constitutes a weapons emergency.

## **2. OHS Reporting Requirements** [\(Back to TOC\)](#)

**2.1** When an emergency situation has also resulted in a serious injury to a worker or other individual at a College workplace, the incident must be reported to the WCB Director of OHS within 24 hours and the scene of the incident must be left undisturbed except to attend to the injured person.

## **3. Emergency Response Training and Awareness** [\(Back to TOC\)](#)

**3.1** All maintenance and service workers should receive training in types and use of fire extinguishers. Training will be made available to other staff as requested.

**3.2** Emergency response awareness and education will be an ongoing activity at the College. A “Quick Reference Guide to Emergency Procedures” will be circulated annually to all staff and students.

## **4. Evacuation Plans**

**4.1** Each Centre shall develop an evacuation plan. A copy of the plan will be forwarded to the Director of Facilities to be kept on file.

**4.2** The centre evacuation plans will also include the process for handling the evacuation of mobility-impaired persons. [Emergency Evacuation Point signs](#) that identify a location for persons requiring assistance to wait shall be posted.

**4.3** The Director of Facilities will make every effort to ensure evacuation plans are communicated to all staff and students at the centre. Copies of the plan will be conspicuously posted in classrooms and other public areas.

**4.4** All exits in College facilities will be clearly identified by number and appropriate signage. The [emergency signage](#) will provide emergency directions and identify the nearest fire exit to the location.

- 4.5** Each Centre shall make arrangements for emergency shelter of building occupants in the event the evacuation is during inclement weather.

## **5. Emergency Egress Drills**

- 5.1** Emergency Egress Drills (Fire/evacuation drills) shall be conducted at each centre with students according to the following schedule beginning in September of each year:
- a)** One drill during the first semester (between September and December)
  - b)** One drill during the second semester (between January and May)
- 5.2** The Holland College Early Learning Centre will follow the Charlottetown Centre emergency egress drill schedule. The centre will also conduct a monthly internal egress or relocation drill in those months where there is no centre-wide drill.
- 5.3** No one is to return to the building until approved by the Fire Department or in the event of a fire drill, by the Centre Supervisor or designate. For drills an “all clear signal”, generally three short rings of the alarm, will be given to indicate when it is okay to enter the building.
- 5.4** A drill report will be forwarded to the Director of Facilities outlining the results of the drill.
- 5.5** The Director of Facilities will maintain a record of these reports for at least two years.
- 5.6** The Holland College Early Learning Centre will conduct a monthly fire prevention inspection. A trained senior member of the Learning Centre staff will conduct the fire prevention inspection and complete a report. A copy of the latest inspection report shall be posted in a conspicuous place in the Early Learning Centre. (NFPA 101: Section 17.7.3.1)
- 5.7** Instructors/staff responsible for programs with start dates during the period when there are no scheduled emergency egress drills shall hold at least one emergency egress drill for that group of students within 30 days following the start date of the program. A record of such drills will be maintained for at least two years by the program instructor/staff.

## **6. Fire or Explosion – Emergency Evacuation** [\(Back to TOC\)](#)

- 6.1** In case of fire or explosion, the building shall be evacuated by sounding the fire alarm (pulling the nearest manual fire alarm).

Staff and students are advised to follow the evacuation directions on the "[In Case of Fire](#)" signage posted in the building. The notice will identify the nearest fire exit to the location.

**6.2** In the event of a fire in any Holland College building, the following procedures shall be followed:

- a)** A person(s) discovering a fire may attempt to extinguish it only if they are trained to do so and only if they can safely do so without putting their own safety or the safety of others at risk.
- b)** The fire alarm must be activated for any fire that is not immediately extinguished. A fire that has been extinguished must be reported immediately to at least one member of the [College's Core Crisis Management Team](#) (CCMT) or other College Official. If there is any question regarding the status of the fire, 911 must be called.
- c)** Initiating the fire alarm requires the immediate evacuation of the building.
- d)** A person who discovers a fire and activates the fire alarm will call 911 and advise nature and location of fire and will notify at least one member of the [College's Core Crisis Management Team](#) (CCMT).
- e)** The CCMT member or designate will contact 911 to confirm they have received the call.
- f)** Upon the sounding of the fire alarm, all occupants are to immediately proceed to the nearest emergency exit closing all doors behind them and evacuate the building. After exiting the building all individuals are to gather at a location safely away from the facility.
- g)** Students and staff who have experiments or other lab/shop activities running when the evacuation is announced should immediately implement emergency shut down procedures prior to leaving the room.
- h)** All persons are to follow instructions of the local authorities...POLICE, FIRE and or COLLEGE OFFICIALS.
- i)** No one is to return to the building until approved by the Fire Department.

**6.3** When a fire does occur at a College Centre, a member of the [College's Core Crisis Management Team](#) (CCMT) will evaluate the

situation and determine whether the “Crisis Response Plan” needs to be implemented.

## **7. Bomb Threats – Directed Evacuation** [\(Back to TOC\)](#)

**7.1** All Bomb Threats are to be considered serious. Centre(s)/buildings will be evacuated **WITHOUT** activating the fire alarm. The [Bomb Threat Reference Guide](#) provides reporting details and contact numbers.

- a)** Building/centre evacuation can be initiated using the Mass Notification System for that building/centre.
  - (i)** In larger centres this means calling **911**, pressing the call button found on the “[Emergency Station](#)” The responding operator will initiate the broadcast of an emergency evacuation notice over the Mass Notification System used at the centre/building.
  - (ii)** In smaller centres this may involve the use of a megaphone.
- b)** Additional notification may also occur through email, Holland College website closure information page, HC Safe app, social media, or other means of communication.
- c)** All persons in the centre/building will be directed to evacuate the building as directed via the communication channels in 7.1.b.
- d)** Persons evacuating should, if they are readily available, take their personal belongings such as phones, bags/backpacks, coats, and keys with them as they leave.
- e)** When evacuating staff and students are requested to close all windows and doors as they leave the room.
- f)** Students and staff who have experiments or other lab/shop activities running when the evacuation is announced should immediately implement emergency shut down procedures prior to leaving the room.

**7.2** **911**) will be called immediately (within most College Centres using a College phone that means dialling 9 first and then 911). The caller will:

- a)** advised the operator that the Centre Has Received a Bomb Threat and that a Fire Is Not in Progress;
- b)** request that the Fire Department be informed that a Fire Is Not in Progress;

- c)** request that Police be advised of the Bomb Threat and that the building(s) is(are) under evacuation.
- 7.3** A member of the [College's Core Crisis Management Team](#) (CCMT) is to be advised of the threat as soon as possible after emergency services have been notified. The CCMT member will apprise the Office of the Director of Facilities, Executive Director of Student Experience/Registrar and the Vice President of Corporate Services, Strategic Development, and Stakeholder Relations (VP-CSSDSR) of the threat as soon as possible.
- 7.4** No one is to re-enter the building after a bomb threat evacuation until approval is received from the Police.
- 7.5** All Holland College employees should be familiar with procedures on how to handle the receiving of a bomb threat. The Government of Canada provides information: [Prepare for bomb threats](#)

## **8. Active Threat** [\(Back to TOC\)](#)

- 8.1** An active threat is when:
  - a)** shots have been fired at a College site or centre;
  - b)** an armed intruder has been spotted at a College site or centre;
  - c)** an armed intruder has caused harm to another and or is threatening to cause harm to others;
  - d)** an individual has claimed to have, or there is reason to believe that the individual is in possession of, a weapon.
- 8.2** All threats are to be treated as serious until proven otherwise. When you become aware of an active threat in the building you are in do one of the following:
  - a)** If safe to do so, immediately exit the building and move to a safe area away from the building.
  - b)** Seek shelter in shelter room or if unable to find a shelter room, find shelter away from the danger or hide where you are.
  - c)** If you can, lock/barricade doors, keep silent, keep away from windows and doors. Place cell phones in silent/vibrate mode.
  - d)** If it is safe to do so, and if a lock-down has not yet been initiated, call **911** and advise the operator of the situation and where you are located.



- 8.3** When you are in imminent danger from the threat and you are unable to find shelter or to stay safe, use whatever means at your disposal to fight the threat. A chair, fire extinguisher, or other object can be used as a weapon to defend yourself and others. If others are present, organize as a group to defend yourselves. If required to fight, don't stop until you are sure it is safe to do so. Take advantage of any opportunity to escape the threat.
- 8.4** Always follow instructions from police or other emergency officials. Remember for their own safety, law enforcement will consider all individuals as a potential threat until they are able to determine otherwise. For your safety, cooperate at all times.

**9. Campus/Centre/Building Lock-down** ([Back to TOC](#))

**9.1** A lock-down shall be initiated when an active threat is identified. The [Lockdown Reference Guide](#) provides reporting details and contact numbers.

**9.2 Lock-Down Plans and Drills**

- a)** The VP-CSSDSR will ensure that:
- (i)** Lock-Down Plans are developed and maintained for each College site/centre.
  - (ii)** An individual or individuals is(are) designated as being responsible for ensuring that Lock-Down Plans are kept current and that the appropriate police force is apprised of any changes.
  - (iii)** Every effort is made to communicate lock-down plans to all staff and students at the site/centre. (Information covering lock-down plans must be included in staff and student orientations.)
  - (iv)** Procedures on how to respond to a threat requiring a lock-down will be communicated to all Holland College employees.
- b)** A copy of the lock-down plan for each site/centre will be kept on file by the Director of Facilities.
- c)** Copies of the lock-down plan will be posted in classrooms and other public areas. A "[Lockdown Info Sheet](#)" is available for use during employee and student orientations.
- d)** Lock-down drills will be conducted at least twice a school year. (Drills times will be determined for each centre with consideration being given to involve the largest number of

students possible. Program specific drills may also be done to cover students in programs with different start dates).

- e) A report outlining the results of the drill will be forwarded to the Director of Facilities.
- f) The Director of Facilities will maintain a record of these reports for at least two years.

**9.3** What to do to initiate a Lock-down? (**Do Not Pull Fire Alarm!**)  
The [Lockdown Reference Guide](#) provides reporting details and contact numbers.

- a) All threats are to be considered serious. College staff or students who become aware of a dangerous situation or a potentially dangerous situation as defined in this procedure will activate emergency services by immediately:
  - (i) **By calling 911** If you have to make the call from a land phone within a College site/centre, it will generally mean dialling 9 first and then 911.
  - (ii) **Activating the Mass Notification System**  
Calling **911** will in larger centres also set the Mass Notification System in motion. The system can also be activated by pressing the call button found on the "[Emergency Station](#)". Emergency Stations can be found at key locations around the building.
- b) The caller will:
  - (i) advise the 911/call centre operator of the threat;
  - (ii) follow the site/centre specific lock-down plan;
  - (iii) if a site/centre lock-down has been initiated, advise the 911 operator that this has occurred;
- c) When the Emergency Station is used, the responding operator will initiate the broadcast of a "lockdown notice" over the Mass Notification System used at the site/centre/building. The operator will also contact the appropriate emergency services.
- d) In smaller centres a lockdown can be initiated using a megaphone or other approved means of notifying the occupants.
- e) The lock-down is to remain in place until the "All-Clear" is given by a Police Officer.

**9.4** In the event of a site/centre lock-down, an on-site member of College staff with the capability to safely do so should advise at least one member of the [College's Core Crisis Management Team](#) (CCMT) of the threat and the lock-down as soon as possible after the 911 call has been made.

**9.5** The CCMT member who is the recipient of the message advising of the lock-down will notify other appropriate members of the CCMT as soon as possible. If a lock-down is initiated at any College centre (including Residences), College Officials will communicate information regarding the lock-down, the nature of the threat and the communications protocols for dealing with inquiries to all other Holland College centres across the province.

**9.6** When a lock-down does occur at a College site/centre, the Crisis Response Coordinator for that crisis will implement the appropriate Crisis Response Plan (see Administrative Regulation [30-04-3](#) – Crisis Management).

## **10. Hold and Secure** [\(Back to TOC\)](#)

**10.1** When a threat or incident occurs in the general vicinity of the campus/building and there is no immediate danger to occupants as long as they stay in the building, the site/centre will be placed in a condition of "Hold & Secure". Hold & Secure means staying inside the building and locking all doors to the outside to control entry to and from the building but continuing with normal activities inside the building.

**10.2** During a "Hold & Secure" assigned staff will monitor building entrances to ensure doors remain closed and locked.

**10.3** A "Hold & Secure" is initiated using the site/centre mass notification system. The [Hold and Secure Reference Guide](#) provides reporting details and contact numbers.

## **11. Shelter-in-Place** [\(Back to TOC\)](#)

**11.1** Environmental threats such as the release of hazardous material in the vicinity of the site/centre or severe weather related threats such as a hurricane may require the site/centre to be placed in a condition of "Shelter-in-Place".

**11.2** When a condition of "shelter-in-place" is declared, all occupants in a building are to move away from windows and doors, seek shelter, and wait for instructions from college and or emergency officials.

**11.3** A “shelter-in-place” is initiated using the site/centre mass notification system. The [Shelter in Place Reference Guide](#) provides reporting details and contact numbers.

**12. Reporting of False Alarms and Other Offenses** [\(Back to TOC\)](#)

**12.1** Tampering with fire prevention equipment of any kind is an offense under the Criminal Code of Canada and may result in charges being laid and or a recommendation for dismissal.

**12.2** Staff who witness or who become aware of tampering with fire alarms or any fire prevention, fire suppression or firefighting apparatus or equipment shall immediately report it to the Centre Supervisor/designate and/or the Director of Facilities.

**12.3** The discharging of any fire extinguisher shall cause a report to be immediately made to the Centre Supervisor/designate and/or the Director of Facilities. Discharged fire extinguishers will be replaced or recharged immediately.

**12.4** Staff who witness or become aware of someone causing a “false alarm” shall immediately report it to at least one member of the [College’s Core Crisis Management Team](#) (CCMT) and or the Director of Facilities.

**Appendices:** Signage [\(Back to TOC\)](#)

A. Picture of an Emergency Station at Prince of Wales Campus



B. In Case of Fire

<b>IN CASE OF FIRE</b>
<b>UPON DISCOVERY OF FIRE</b>
<ul style="list-style-type: none"><li>· LEAVE FIRE AREA IMMEDIATELY</li><li>· CLOSE DOORS</li><li>· SOUND FIRE ALARM, PULL MANUAL STATION</li></ul>
<b>CALL THE FIRE DEPARTMENT DIAL 911</b>
LEAVE THE BUILDING BY THE NEAREST EXIT
<b>DO NOT USE ELEVATOR</b>
<b>UPON HEARING THE ALARM</b>
<b>IF CONTINUOUS SIGNAL</b>
<ul style="list-style-type: none"><li>· LEAVE THE BUILDING BY THE NEAREST EXIT</li><li>· CLOSE DOORS BEHIND YOU</li></ul>
<b>THREE RINGS OF THE ALARM</b> SIGNIFIES ALL CLEAR TO RE-ENTER THE BUILDING
<b>CAUTION!</b>
IF YOU ENCOUNTER SMOKE, USE AN ALTERNATE EXIT
<b>REMAIN CALM</b>
<b>YOUR NEAREST EXIT IS EXIT # <u>12</u></b>



## C. Emergency Sign

IN CASE OF EMERGENCY CALL <b>9 1 1</b>				
<p><b>EMERGENCY ?</b></p> <p><b>CALL 9-1-1</b></p> <p>ADDRESS: _____</p> <p>ROOM NUMBER: _____</p> <p>THE CLOSEST EXIT IS # : _____</p> <p>DEFIBRILLATOR LOCATION</p> <p>FIRST AID LOCATION</p>	<p><b>Lockdown Response</b></p> <ul style="list-style-type: none"> <li>ONCE YOU HEAR THE FOLLOWING MESSAGE: "INITIATE LOCKDOWN, INITIATE LOCKDOWN, INITIATE LOCKDOWN NOW"</li> <li>IF YOU CAN EVACUATE THE FACILITY SAFELY THEN DO SO.</li> <li>BARRICADE YOURSELF IN A NEARBY ROOM. CONSIDER GREEN SHELTER ROOM GUIDE.</li> <li>EVALUATE CURRENT LOCATION.</li> <li>IF NECESSARY AND YOU CAN DO SO SAFELY PROCEED TO A MORE SECURE LOCATION.</li> <li>LOCK DOOR AND BLOCK WITH MATERIALS AVAILABLE.</li> <li>COVER WINDOWS WITH MATERIALS AVAILABLE.</li> <li>TURN OFF LIGHTS, IF POSSIBLE.</li> <li>STAY QUIET, LOW, AND HORIZONTAL.</li> <li>BE PREPARED TO FIGHT THE THREAT IF IN IMMINENT DANGER, AND YOU ARE UNABLE TO FIND SHELTER. TAKE ANY OPPORTUNITY TO ESCAPE THE THREAT.</li> <li>TAKE ANY OPPORTUNITY TO HIDE.</li> <li>REMAIN CALM.</li> <li>WAIT FOR THE ALL CLEAR MESSAGE FROM UNIFORMED OFFICER.</li> </ul>	<p><b>Hold and Secure Response</b></p> <p>WHEN A THREAT OCCURS IN THE GENERAL VICINITY OF OUR FACILITY AND THERE IS NO IMMEDIATE DANGER TO OCCUPANTS.</p> <ul style="list-style-type: none"> <li>ONCE YOU HEAR THE FOLLOWING MESSAGE: "INITIATE HOLD AND SECURE, INITIATE HOLD AND SECURE, INITIATE HOLD AND SECURE NOW"</li> <li>EXTERIOR DOORS WILL BE LOCKED AND MONITORED.</li> <li>CONTINUE WITH NORMAL ACTIVITIES, BUT CONTROLLED ACCESS IN AND OUT OF FACILITY.</li> <li>WAIT FOR FURTHER INSTRUCTION.</li> </ul> <p><b>Shelter in Place Response</b></p> <p>ENVIRONMENTAL THREAT SUCH AS HAZARDOUS MATERIAL RELEASED OR A SEVERE WEATHER EVENT IN THE VICINITY.</p> <ul style="list-style-type: none"> <li>ONCE YOU HEAR THE FOLLOWING MESSAGE: "INITIATE SHELTER IN PLACE, INITIATE SHELTER IN PLACE, INITIATE SHELTER IN PLACE NOW"</li> <li>MOVE AWAY FROM WINDOWS AND DOORS.</li> <li>CONTINUE WITH NORMAL ACTIVITIES, AND WAIT FOR FURTHER INSTRUCTION.</li> <li>WAIT FOR FURTHER INSTRUCTION.</li> </ul>	<p><b>Bomb Threat Response</b></p> <ul style="list-style-type: none"> <li>ONCE YOU HEAR THE FOLLOWING MESSAGE: "EVACUATION NOTICE. PLEASE EVACUATE BUILDING BY 500 FEET"</li> <li>EVACUATE THE BUILDING USING THE NEAREST EXIT.</li> <li>CLOSE DOORS AND WINDOWS BEHIND YOU.</li> <li>PERSONS SHOULD, WHERE POSSIBLE, TAKE PERSONAL BELONGINGS SUCH AS COATS, KEYS, BAGS, AND PHONE.</li> <li>IF YOU NOTICE ANY PACKAGES OR MATERIALS THAT APPEAR TO BE OUT OF PLACE IN AREAS FAMILAR TO YOU, PLEASE ALERT LAW ENFORCEMENT IMMEDIATELY AFTER EVACUATION.</li> <li>EVACUATE FACILITY BY AT LEAST 500 FEET.</li> <li>WAIT FOR AN ALL CLEAR MESSAGE PRIOR TO RE-ENTERING FACILITY.</li> </ul>	<p><b>In Case of Fire</b></p> <p><b>UPON DISCOVERY OF FIRE</b></p> <ul style="list-style-type: none"> <li>IF YOU CAN DO SO SAFELY EXTINGUISH THE FIRE; OTHERWISE:</li> <li>LEAVE FIRE AREA IMMEDIATELY.</li> <li>CLOSE DOORS AND WINDOWS.</li> <li>SOUND FIRE ALARM. PULL MANUAL STATION.</li> </ul> <p><b>CALL THE FIRE DEPARTMENT DIAL 911</b></p> <p><b>LEAVE BUILDING BY THE NEAREST EXIT</b></p> <p><b>DO NOT USE ELEVATOR</b></p> <p><b>UPON HEARING THE ALARM IF CONTINUOUS SIGNAL</b></p> <ul style="list-style-type: none"> <li>EVACUATE THE BUILDING USING THE NEAREST EXIT.</li> <li>CLOSE DOORS AND WINDOWS BEHIND YOU.</li> <li>EVACUATE FACILITY USING THE NEAREST EXIT.</li> </ul> <p><b>CAUTION</b></p> <p>IF YOU ENCOUNTER SMOKE USE AN ALTERNATE EXIT</p> <p><b>REMAIN CALM</b></p>

D. Emergency Evacuation Point

