

# Fire Safety Procedures

Bermuda Institute of Ocean Sciences

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The following procedures provide general guidelines of how to respond in the event of an emergency evacuation.

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## Wright Hall

Please respond immediately when you hear fire alarm.

If you have a roommate(s) make sure they exit with you.

Exit the building through designated emergency exits and gather on playing field during the day and outside Reception during hours of darkness.

Wait in these areas until a member of BIOS staff or Fire Service say it is clear to return inside.

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## Visitor Housing

All rooms have individual smoke detectors.

If a fire is evident call 911 from the emergency phone inside the storage closet and exit the building immediately through designated emergency exits and gather on playing field during the day, and outside Reception during hours of darkness, until a member of the BIOS staff or Fire Service say it is clear to return inside.

If you have a roommate(s) make sure they exit with you.

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## Nautilus Housing

Please respond immediately when you hear fire alarm.

If you have a roommate(s) make sure they exit with you.

Exit building through designated emergency exits and gather on playing field during the day and outside Reception during hours of darkness until a member of BIOS staff or Fire Service say it is clear to return inside.

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## Naess and Reiss-Conklin Laboratories and Administrative Buildings

Please respond immediately when you hear the fire alarm.

If you share an office ensure that your co-worker(s) exit with you.

Exit the building through designated emergency exits and gather on playing field during the day and outside Reception during hours of darkness.

Wait in this area until a member of the BIOS staff or Fire Service say it is clear to return inside.

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If you are working alone in the lab after hours please notify your supervisor or a co-worker who can check on you and/or assist in case of an emergency.

\* Fire protection equipment, and first aid, are located in every building and most offices and labs.

# Emergency Contact information

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For an emergency call 911

Non-life threatening emergencies during work hours call:

Reception extension 100

BIOS emergency phone after hours 300-1880

Phones are located in Reception, Wright Hall and in all labs and offices.

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## Accidents

For emergencies call 911

For minor injuries first aid boxes are located around campus.

If you are injured or require any medical treatment as a result of a BIOS activity you must complete an accident report available in reception or online:

[www.bios.edu/visiting-bios/visiting-group-and-student-forms/](http://www.bios.edu/visiting-bios/visiting-group-and-student-forms/)

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## King Edward VII Memorial Hospital

Telephone: 236-2345

7 Point Finger Road, Paget

Emergency is open 24 hours.

## Lamb Foggo Urgent Care Centre

Telephone: 298-7700

1 Hall Street, Southside, St David's

Monday to Friday – 4:00pm to midnight / Saturday & Sunday - 12:00pm to midnight

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## Doctors

Dr. West and Dr. Lysack in St. George's: 297-0068

Pharmacy: Robertson's in St. George's: 297-1736

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If you are working alone in the lab or classroom after hours please notify your supervisor or a co-worker who can check on you and/or assist in case of an emergency.

\* Fire protection equipment, and first aid, are located in every building and most offices and labs.