

5. Instruction to Occupants

Fire Procedures

Throughout campus there is signage posted indicating instructions pertaining to fire procedures as well as directions to follow in the event of an emergency. These signs have been included in this plan. You should familiarize yourself with your building's signage as well as the instructions listed on them.

Fire Alarm Procedures

- Evacuate the building using the closest exit. DO NOT USE ELEVATORS.
- Proceed to your predetermined meeting place and advise your supervisor, Building Emergency Team or Emergency Personnel.
- Do not re-enter the building until given the authority to do so.

IN CASE OF FIRE

UPON DISCOVERY OF FIRE

Leave fire area immediately.
Close doors.
Sound the fire alarm.
Pull the manual station.
Leave the building by the nearest exit.

DO NOT USE ELEVATOR

UPON HEARING FIRE ALARM

Leave the building by the nearest exit.
Close doors behind you. Take door key.

CAUTION

If smoke is heavy in the corridor, it may be safer to stay in your area. Close door and place wet towel at base of door.
If you encounter smoke in stairway, use alternate exit.

REMAIN CALM

FALSE ALARM *“Everyone who willfully, without reasonable cause, in ANY MANNER, makes or causes to be made an alarm of FIRE is Guilty of an offence.” Criminal Code*

UNIVERSITY POLICY REQUIRES FULL EVACUATION



**CAMPUS
EMERGENCIES 911**

FIRE PROCEDURES

**IF YOU SMELL SMOKE, SEE FLAMES,
OR ARE ALERTED TO A FIRE**

- Vacate the fire area and close doors on the way out.
- Pull the closest wall mounted fire alarm.
- Do not attempt to fight a fire unless you have been trained to use fire extinguishing equipment *and it is safe to do so!*
- Call 911 from a safe location or meet emergency response personnel outside – give them as much information as possible.
- Report all fires! (Even those that appear to be out).

WHEN THE FIRE ALARM SOUNDS

Stop What You Are Doing and Leave the Building Immediately!

University Policy Requires Full Evacuation

- Evacuate the building quickly even if you suspect a false alarm.
- If it is safe to do so, shut down experiments and hazardous operations, close windows and fire doors, turn off lights. Take your wallet, keys, and coat, close your door and proceed quickly to the nearest exit.
- Do not use elevators during an alarm.
- Move away from the exits to clear the area for emergency personnel.
- If you are unable to leave due to smoke or fire conditions, or due to a physical disability, call 911 and give your location. Keep the doors closed. Seal vents and cracks with tape, towels, or sheets to keep smoke out.



**CAMPUS
EMERGENCIES 911**

May 2002

FIRE ALARM PROCEDURES

PULL THIS ALARM IF YOU

Discover a Fire, Smell or See Smoke, or Detect Another
Emergency That Endangers Building Occupants

- If you activate the alarm, call 9-1-1 from a safe location or meet emergency responders outside to give them details on the emergency
- **Warning:** Malicious false alarms are a criminal code offense with up to a \$5,000 fine, and/or two year jail term, and a criminal record for life
- Do not attempt to fight a fire unless you have been trained to use fire extinguishing equipment *and it is safe to do so*

WHEN THE FIRE ALARM SOUNDS

Stop What You Are Doing and Leave the Building Immediately!

University Policy Requires Full Evacuation



**CAMPUS
EMERGENCIES**

911

May 2002

“Safe Area” for Persons with Disabilities:

Persons with a physical disability are, in many cases, limited in their ability to evacuate by means of stairwells. It is primarily for this type of disability that the following procedures apply.

Procedure When an Alarm Sounds

Ground Level

If you can evacuate the building at ground level, a Building Emergency Team member (BET) or a volunteer should escort you to a safe location away from the building.

Above or below the ground floor

1. Seek a safe area with or without the assistance of a BET.
2. When there is a fire alarm, if possible, phone Campus Police at 911 to inform them of your location, circumstance and intentions.
3. Tell the communication officer that your fire alarm is sounding but you have a disability and cannot leave your floor area. If you smell smoke, or are in immediate danger, immediately inform the communications officer.
4. The Building Emergency Team (BET) has been instructed to ask and help you to identify the location where you will wait for evacuation. They are not trained to lift and carry you out of the building. Please ask someone to remain in the building with you until trained rescue workers arrive from the fire department. Make sure someone either from the evacuation team or a volunteer has noted your location (which floor and stairwell) and that this person will notify the authorities of your need for assistance.
5. Provide the phone number and extension you are calling from. It is **IMPERATIVE** that this number can receive return calls. Note that PAY telephones generally **cannot** receive incoming calls.

6. Campus Police have radio contact with officers at the scene and will provide you with updates on the situation via the phone number you provide. In the event that your safety could be compromised, Firefighters will assist in your safe evacuation. At any time, you can also call back for an update.

Note: The London Fire Department and Campus Community Police Services will respond to the scene within 2-3 minutes of a fire alarm.

Availability of Telephones

It is reasonable to assume that if a building is occupied and open for business, telephones will be available in offices, etc. In cases, such as evening lectures, where only the lecture theatre or classroom is open, you are encouraged to contact Campus Community Police by calling 911.

1. Make sure the Building Emergency Team (BET) can easily locate you. Please ask for help from your professors, classmates or coworkers to evacuate in case no member of the evacuation team is on your floor.
2. It is part of the professor's responsibilities to assist with the emergency evacuation of his/her class.

Whenever possible, the procedures to be taken for the evacuation of a person with disability must be discussed with the individual. Co-workers are also to be informed of these procedures in order to achieve a mutual understanding of the impairment, and the procedures to initiate during an evacuation.

The person(s) with the disability is usually the best judge of his/her abilities and can provide valuable assistance in developing an evacuation plan. Persons having a sensory impairment (blindness, deafness, etc.) or a minor physical impairment can, with the assistance of their Building Emergency Team members, usually evacuate as quickly and safely as other building occupants. If this is the case, they may be permitted to carry out regular evacuation procedures. However, these persons may require at least one Building Emergency Team Member to alert them of the alarm, if necessary, and to assist them to evacuate.

For the purpose of fire safety planning, a “physical disability” is that which, even with the aid of Building Emergency Team members, would prevent that person from descending the stairs in an evacuation situation at a rate of speed consistent with the normal flow of other building occupants, or which would cause such person physical harm if they attempted to descend the stairs.

In building fire evacuation exercises, the Building Emergency Team members and persons with a disability are to carry out the actions they would normally carry out in an emergency (i.e., respond to the pre-arranged location on the floor area). In a drill situation, it is not necessary for persons with a disability to evacuate the building completely. This action could in fact pose a danger to these persons and their Building Emergency Team members, as well as for the other occupants of the building.

Upon initiation of a fire alarm, the Building Emergency Team members may respond with the persons with a disability to a pre-arranged location on the floor area that does not block other evacuation traffic.

In all situations, the Building Emergency Team members should ensure that one person is assigned to report to the Building Emergency Team Coordinator or Emergency Personnel, immediately upon evacuation, that the floor is clear and the number of persons with a disability, Building Emergency Team members, etc. evacuating at a slower rate and their location, so that assistance may be dispatched if available.

If for any reason the evacuation of a person with a disability must be suspended, and the people involved take refuge on a floor area other than their own, the Building Emergency Team members must make every effort to alert the Building Emergency Team Coordinator or other Emergency Personnel of their location. This can be done by advising other evacuees as they proceed down the stairs, by keeping a watch for would-be rescuers, searchers or fire fighters proceeding up the stairs, by using the telephone, or by waving or shouting from a window to alert bystanders and/or arriving emergency personnel.

The Building Emergency Team members or designated person should immediately advise the Building Emergency Team Coordinator or

Emergency Personnel when the evacuation of persons with a physical disability has been completed.

It should be noted that telephone communications remain intact in many fire situations and an attempt should always be made to utilize this means of communication to either contact Campus Community Police Service or the Fire Department.

Occupants who require assistance in evacuating during an alarm are responsible for:

- Advising their Building Emergency Team Coordinator or Western Fire Safety so that a pre-plan can be established;
- Assisting the Building Emergency Team Coordinator or Western Fire Safety in appointing Building Emergency Team members;
- Telling their Building Emergency Team members how much help they may need; and
- Practicing the evacuation procedures.

Please send any unanswered questions or concerns to firesaftey@uwo.ca