

6. Instruction to Occupants

Procedure in Event of a Fire

Throughout campus there are signs posted with instruction pertaining to fire procedures as well as directions to follow in the event of an emergency. A sample of this sign has been included in this plan. You should familiarize yourself with your building's signage as well as the instructions listed on them.

When the Alarm Sounds:

- Gather your coat, keys, purse, etc. and close your door.
- 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 of any pertinent information (i.e. People inside, location of the fire, etc.)
- **DO NOT** re-enter the building until given permission to do so.

IN CASE OF FIRE

UPON DISCOVERY OF FIRE
Leave fire area immediately and close doors.
Call Fire Department - 911
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**