



WESTERN UNIVERSITY
THE OFFICE OF
FIRE SAFETY
Graphics Building
Room 123
London, Ontario, N6G 1G9



DATE: September 2025

SUBJECT: Shelter-in-Place Procedure for People with Disabilities (Fire Alarm Scenario)

PURPOSE:

To provide a safe and effective response plan for individuals with disabilities who may be unable to evacuate during a fire alarm due to mobility, sensory, cognitive, or medical limitations.

ACTIVATION:

- Fire alarm is activated.
- Evacuation is unsafe or impossible for certain individuals.
- Shelter-in-place is the safest immediate option until rescue personnel arrive.

IMMEDIATE ACTIONS:

- **For Individuals with Disabilities:**
 - Seek assistance from a Building Emergency Team member, colleague or volunteer.
 - Stay calm and move to a safe room/space. (e.g. office, meeting room, or storage room).
 - Notify emergency personnel of your location and intentions via phone, text, or alert system.
 - Primary Contact: Western Special Constable Service 519-661-3300 or ext 83300
 - Alternate Contact: 911
 - Close doors to prevent smoke entry.
- **For Staff or Building Emergency Team members:**
 - Assist individual(s) to the nearest safe room/space.
 - Do not use elevators unless authorized by fire personnel.
 - Stay with the individual if safe to do so, or ensure someone is assigned to do so.
 - Communicate location to emergency responders immediately.
 - Primary Contact: Western Special Constable Service 519-661-3300 or ext 83300
 - Alternate Contact: 911

COMMUNICATION:

- **Use office phone or mobile devices to:**
 - Contact Western Special Constable Services 519-661-3300 or ext 83300
 - Alternatively, if unable to contact Western Special Constable Services or in the case of an emergency call 911.
 - Provide information: building, building emergency response number, exact location, number of people sheltering, and a call-back number.
 - Indicate any medical needs or mobility limitations.

TRAINING & PREPAREDNESS:

- **Conduct regular fire drills including shelter-in-place scenarios.**
 - During fire drills, the Building Emergency Team members and persons with a disability are to carry out the actions they would normally carry out in an emergency.
 - Respond to a safe room/space.
 - Call Western Special Constable Services or 911 to make them aware that you are sheltering in place (even during practice/fire drill).
 - In a drill situation, it is not necessary for persons with a disability to evacuate the building completely.
- **For Individuals with Disabilities:**
 - Be proactive and reach out in advance to your Manager, Coordinator, Building Emergency Team or Western Fire Safety so that a pre-plan can be established.
 - Practice the evacuation procedures.

Note: The London Fire Department and Western Special Constable Service will respond to the scene within 2-3 minutes of a fire alarm.

For questions or concerns please reach out to firesafety@uwo.ca