



Health and Safety

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www.uwindsor.ca/safety

September 2022

To All Employees of the University of Windsor:

Each fall, the University conducts annual campus fire evacuation drills to prepare for a fire event or other emergency requiring evacuation, and to comply with the Ontario Fire Code. These fire evacuation drills will be conducted in campus buildings over the next few weeks.

During a fire alarm, campus building Fire Evacuation Committees will assist in the evacuation and re-entry of all building occupants. These committee members (fire wardens, traffic officers, etc.) will be identified by wearing a reflective orange vest. For a list of building Fire Evacuation Committee members, please visit: www.uwindsor.ca/safety/firesafety.

In the event of a building fire alarm, employees must follow the evacuation procedure below:

- Proceed to the nearest building exit, vacating the building in a calm, orderly fashion.
- Do not use the elevators.
- Should there be an individual who requires assistance in evacuation, please ensure they are assisted. If a safe evacuation is not possible, employees must notify emergency personnel of the location of the individual.
- Once outside, move to a safe area away from the building. Follow the direction provided by Fire Evacuation Committee members and/or Campus Community Police.
- If you are a faculty member or instructor, please direct your class accordingly (review the responsibilities of faculty members and instructors here: [classroomevacuation](#)).
- If the University's Fire Evacuation Committee members are not present during the alarm, await direction from Windsor Fire & Rescue Services, and/or Campus Community Police, and do not go back into the building until it is cleared for re-entry by authorities.
- Adhere to the University's COVID-19 protocols as best as possible during the evacuation (maintain 2 metre distancing from others, etc.).

Please note, should an employee require assistance in evacuation, they are to execute their Personal Exit Plan upon the fire alarm. Personal Exit Plans should be reviewed at least annually, or as changes occur, to ensure information is accurate.

Your co-operation in the University's fire safety planning efforts is appreciated. Knowing what to do in the event of a fire alarm is essential to the safety of our students, faculty and staff.

Should you require additional information on fire safety procedures, please contact a member of the Health and Safety team at: safety@uwindsor.ca.

Sincerely,

A handwritten signature in blue ink, appearing to read "Kiritsis", with a stylized flourish at the end.

Lisa Kiritsis

Manager of Occupational Health and Safety

cc:

Dr. Clinton Beckford, Interim Vice-President, Equity Diversity and Inclusion

Sukanya Pillay, Interim Associate Vice-President, Human Resources