



## Health and Safety

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October 7, 2021

To All Employees of the University of Windsor:

I am writing to advise you of the protocol which must be followed when a building fire alarm sounds, and the changes to the University's emergency evacuation procedures during the COVID-19 pandemic.

As part of the University's Return to Campus planning, fire safety and emergency evacuation procedures have been evaluated through each building's Zone and Flow Analysis. In the event of a fire alarm, employees must follow the procedure below:

- Proceed to the nearest exit, maintaining physical distancing of 2 metres from others, if possible
- Wear a non-medical mask or face covering to exit the building, if readily available
- Use any stairwell to exit the building, regardless of the directional signage posted
- Once outside, move to a safe area away from the building and maintain physical distancing from others, where possible.
- As the University's Fire Evacuation Committee members may not be present in our buildings (fire wardens, traffic officers, etc.), 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.

Please note, should an employee require assistance in evacuation, they are to execute their Personal Exit Plan upon hearing the fire alarm. Personal Exit Plans should be reviewed at least annually, or as changes occur, to ensure information is accurate. Should there be an individual who requires assistance during an alarm, please ensure they are assisted for a safe evacuation. If a safe evacuation is not possible, employees must notify emergency personnel of the location of the individual. If you are a faculty member or instructor, please direct your class accordingly.

As part of the University's fire safety planning, Fire Evacuation Committees have been implemented in campus buildings to assist in the evacuation of building occupants, and their re-entry. Each fall, the University conducts annual campus fire evacuation drills, which are mandated by the Ontario Fire Code, to prepare for an actual fire event or other emergency requiring evacuation.

This year, upon consultation with Windsor Fire and Rescue Services, and direction from the Ontario Office of the Fire Marshal, building fire drill evacuations will be substituted with a review of the Fire Emergency Procedures with the University's Fire Evacuation Committees, as a virtual tabletop exercise. For a list of the building Fire Evacuation Committees, please visit our website at [www.uwindsor.ca/safety/firesafety](http://www.uwindsor.ca/safety/firesafety).

We appreciate your continued co-operation in these efforts. 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](mailto:safety@uwindsor.ca).

Sincerely,



Lisa Kiritsis

Manager of Occupational Health and Safety

cc: Rita LaCivita, Vice-President, Human Resources