



FIRE EMERGENCY PROCEDURES

Upon Discovering a Fire:

1. Vacate the fire area, closing doors and windows on the way out (if safe to do so).
2. Shout "**FIRE, FIRE, FIRE**" and activate the fire alarm pull station box, located at all building exits.
3. **EXTINGUISHING THE FIRE - FIRE FIGHTING IS A VOLUNTARY ACT**

In the event that the fire you discover cannot be extinguished with the use of a fire extinguisher, or smoke presents a hazard to the operator, close the door to the area to confine or contain the fire and leave the fire area per the Evacuation Process below. **DO NOT** attempt to extinguish fires that cannot be easily handled. Firefighting is the responsibility of the Fire Department.

If safe to do so, extinguish the fire following instructions on the proper use of fire extinguishers (see Appendix III). Remember the acronym "PASS" to help you extinguish the fire:

- P** pull the pin
- A** aim low at base of flame
- S** squeeze the lever
- S** sweep from side to side

If you put out a fire with a fire extinguisher, never walk on the area that you extinguished in case the fire reignites. Once the fire is extinguished, evacuate the fire area, closing doors behind you if safe to do so, and then evacuate the building per the Evacuation Process below.

Ensure that information regarding the fire, no matter how small, is reported to the fire department and/or Campus Community Police at ext. 911.

If the fire is too large to use a fire extinguisher, **DO NOT fight the fire!** Leave the fire area immediately, and follow steps below.

Upon Hearing the Fire Alarm – Evacuation Process:

1. Stop all work and remain calm. If safe, turn off any equipment you are using if you have authority to do so.
2. The Instructor, Supervisor, or Event Organizer will take charge of the classroom / space and ensure everyone evacuates safely from their respective area.
3. Close doors and windows behind you if safe to do so. Follow directions from the Fire Wardens (wearing orange vests), as they will assume a lead role in building evacuation.
4. Evacuate the building via the nearest exit. **DO NOT use elevators** to evacuate the building. If you encounter smoke in a stairwell or corridor, use an alternate route. Only authorized persons (Windsor Fire & Rescue Services) shall be permitted to use the elevators during fire emergencies.
5. Move to a safe area away from the building. Wait for further instruction from Windsor Fire,



Campus Community Police, and/or the Building Fire Plan Manager.

6. **DO NOT re-enter the building** until Windsor Fire has given the all-clear to Campus Community Police and/or the Building Fire Plan Manager.
7. The designated shelter area in the event of an extended and/or after-hours evacuation is the CAW Student Centre, or alternate location as determined by emergency responders.
8. Persons requiring assistance in evacuation shall implement their Personal Exit Plan. Please reference the *Emergency Procedures for Persons Requiring Assistance in Evacuation* at www.uwindsor.ca/safety/firesafety.
9. **If you are unable to evacuate the building**, move to a safe area if possible. This can include stairwells and Areas of Refuge per the building's fire safety plan. Contact Campus Community Police to report your location and circumstance at extension 911, or extension 4444 from a mobile phone. Keep doors and windows closed, and attempt to seal vents and cracks with available materials to keep smoke out. If smoke enters the room, stay low as heat and gas tend to rise.

After-Hours Evacuation – Critical Reminders:

1. Fire wardens may not be present in the building after-hours. Therefore, when using the building after-hours it is important that building occupants are able to self-evacuate, and have access to a phone. Reference the *Persons Requiring Assistance in Evacuation* section below.
2. **Working Alone**-When working or studying alone on campus after-hours, members of the campus community are encouraged to use the WorkAlone Service offered by Campus Community Police. In the event of an emergency, Campus Community Police will be able to contact you and advise you of appropriate procedures to follow. For more information on the WorkAlone Service, please visit the Campus Community Police website at: www.uwindsor.ca/campuspolice/workalone-service

UWindsor Alert Emergency Notification System

The University's campus emergency notification system, called UWindsorAlert, enables fast and efficient distribution of critical information to members of the University community during a major emergency. The system sends messages simultaneously through email, text, voicemail, and other registered devices. Campus Community Police encourages all members of the campus community to register with UWindsor Alert at www.uwindsor.ca/alert in order to receive these emergency notifications.



Persons Requiring Assistance in Evacuation

Person(s) Requiring Assistance is defined as:

a person who is unable to leave a building unassisted under emergency conditions. This may include persons with temporary or permanent mobility disabilities (e.g. use of crutches, walkers, wheelchairs), with hearing or vision disabilities, as well as persons who may be immobilized due to distress.

University students and staff who require assistance to evacuate a building shall discuss a Personal Exit Plan with their Supervisor or Instructor. Monitors may be assigned to assist with evacuation (see Monitors responsibilities section below). University guests who may require assistance in evacuation are responsible to check-in with appropriate building staff.

For more information, please reference the *Emergency Procedures for Persons Requiring Assistance in Evacuation* page at www.uwindsor.ca/safety/firesafety.

Emergency Procedures for Persons Requiring Assistance in Evacuation

When a Fire Alarm Sounds:

Ground Level:

Evacuate the building and move to a safe area away from the building to await further instruction from emergency responders.

Above or Below Ground Floor:

Evacuate as per the Personal Exit Plan, or seek a safe area. This can include stairwells and Areas of Refuge. Reference the building's Fire Safety Plan for information on the building's safe areas.

During business hours:

The building's Fire Wardens perform sweeps of each floor and stairwell upon evacuation. If they are not able to assist you to evacuate, they will note your location, floor and stairwell and will notify emergency responders of your need for assistance.

After-hours:

Fire Wardens may not be present in the building after-hours. Therefore, when using the building after-hours it is important that you are able to self-evacuate and have access to a phone.

If you are not able to self-evacuate:

1. Contact Campus Community Police (ext. 911 from a University phone, or 519-253-3000 ext. 4444 from a mobile phone) Dialing 911 from a mobile phone will connect to the external 911 service.
2. Notify dispatcher of your building location, circumstance and intentions. Provide the dispatcher with your phone number to receive updates.
3. Campus Community Police have radio contact with emergency responders at the scene and will provide you with updates on the situation where possible. In the event your safety could be compromised, firefighters will assist in your safe evacuation.

Notify building staff and/or emergency responders once you have evacuated the building.



DUTIES & RESPONSIBILITIES

University of Windsor Duties & Responsibilities

In the event of a fire emergency or a hazardous chemical release / spill, the University of Windsor shall activate the University of Windsor's Emergency Response Plan.

To prevent fires, the University of Windsor shall conduct the following general duties:

- a) Ensure the Fire Safety Plans are kept current, including annual updates.
- b) Ensure that the members of the Fire Evacuation Committee are knowledgeable in the conducting of their duties as detailed in the University's Fire Safety Plans.

Fire Evacuation Committee Members

The Fire Evacuation Committee, in conjunction with Health & Safety, shall meet at least once annually to review:

- the building fire safety plan;
- roles and responsibilities of the Fire Evacuation Committee; and
- any evacuation equipment and/or devices that are found within the building.

The *Fire Evacuation Committee Meeting/Training* form can be used to document this annual review.

The building's Fire Evacuation Committee is comprised of the following members:

Building Fire Plan Manager (B.F.P.M.)

Fire Warden(s)

Traffic Officer(s)

Monitors (if applicable)

The current member listing of the Fire Evacuation Committee for this building can be found under the "Evacuation Plans" tab of the Fire Plan binder and online at: www.uwindsor.ca/safety/firecommittees.

The roles and responsibilities of each Fire Evacuation Committee member are defined below. Duties are also outlined for the evacuation of classrooms and special events.

Building Fire Plan Manager Duties

The Building Fire Plan Manager is in charge of overseeing the emergency evacuation from the point where the alarm is activated until emergency services arrive.

When The Fire Alarm Sounds:

- a) proceed to the fire alarm annunciator panel at the main floor entrance wearing the **orange vest**;
- b) ensure that evacuation of building has commenced;
- c) ensure that appropriate emergency services have been notified;
- d) gather and record all incoming information from the Fire Wardens on the progress of the evacuation, the location of injured or trapped occupants and of evacuees needing assistance;
- e) gather and record all incoming information on the location and extent of the fire.

When the Windsor FIRE & RESCUE SERVICES Arrives:

- a) liaise with the Fire Department upon their arrival;
- b) explain nature of the emergency, the location and extent of the fire;
- c) explain the progress of the evacuation, the location of injured or trapped occupants and of evacuees needing assistance;
- d) provide any other information as requested by Windsor Fire & Rescue Services

General Responsibilities:

- a) be familiar with the Emergency Evacuation Procedures and promote fire safety awareness among the building occupants;
- b) assist with instructing Fire Wardens in Emergency Evacuation Procedures before they are given any responsibility for fire safety.
- c) when advised, ensure Fire Wardens keep records of persons requiring assistance in the building and the designated persons (monitors) responsible for their evacuation.
- d) be aware of:
 - fire safety procedures and practices;
 - fire and safety notices and information bulletins;
 - the location of pull stations and fire extinguishing equipment within the building.
- e) attend applicable training sessions or meetings as required
- f) ensure any incorrect information in the building fire plans is forwarded to Health & Safety.
- g) Health and Safety will forward a completed copy of "Evacuation Drill Report" (See Appendix I) to the B.F.P.M. after the completion of each drill or incident.



Fire Warden Duties

Fire Wardens are responsible for the evacuation of individual workplaces or areas of a workplace. **The role of fire wardens is to ensure the safety of occupants and their orderly evacuation from the building, NOT TO combat fire and emergencies.**

When the Fire Alarm Sounds:

- a) in pre-assigned area: shout "FIRE, FIRE, FIRE" and instruct all persons to leave building;
- b) wearing the **orange vest**, check the exit stairwells to see that they are clear for evacuation, and choose an alternate route should egress be blocked by fire or smoke;
- c) direct the flow of people to the nearest and safest exit;
- d) advise the evacuees **NOT TO use the elevators**;
- e) ensure the Personal Exit Plan for persons requiring assistance is executed;
- f) knock on any closed doors in your area after checking for warmth or smoke, and attempt to open the door to ensure proper evacuation of all personnel. Check washrooms, lunch, mail, and copy rooms last, and advise occupants in these areas to leave immediately;
- g) Do not remain or argue with persons refusing to leave. Note the person's name and location and report the matter to the Building Fire Plan Manager;
- h) close all doors, if safe to do so;
- i) when possible, assist all injured evacuees to ground level exits if safe to do so;
- j) ensure all persons have evacuated the building(s); and
- k) report to the assigned Building Fire Plan Manager:
 - the progress of the evacuation;
 - the location of injured or trapped occupants and of the evacuees needing assistance;
 - the location and extent of the fire; and
 - the names and/or room numbers of individuals who caused any problems.
 - when possible, report any further information and/or comments to the Building Fire Plan Manager, Campus Community Police, or Windsor Fire & Rescue Services.

General Responsibilities:

- a) be familiar with the Emergency Evacuation Procedures and promote fire safety awareness among the building occupants;
- b) participate in training on Emergency Evacuation Procedures by the B.F.P.M. or Health & Safety before being given any responsibility for fire safety;



c) be aware of:

- fire and safety notices and information bulletins;
- the location of pull stations and fire extinguishing equipment within the building;
- fire safety procedures and practices on a day-to-day basis, such as:
 - accumulation of combustible material, rubbish or flammable liquids
 - dangerous ignition sources, i.e. worn extension cords, oily rags, overheating equipment
 - exit lights in good order and adequate lighting in public corridors and stairwells
 - fire and exit doors and their self-closing hardware in good operating condition (doors should not be wedged under any conditions.)
 - fire hose and portable extinguishers not obstructed, in good order and ready to use
 - exit routes are unobstructed

d) advise the Building Fire Plan Manager or Health & Safety of any potential fire hazards;

e) attend applicable training sessions or meetings as required



Traffic Officer Duties

Traffic Officers are in charge of guarding re-entrance into the building during emergencies.

When the Fire Alarm Sounds:

- a) proceed directly to designated area, outside of building, wearing the **orange vest**.
- b) direct occupants away to ensure the entrance is free of people and to facilitate fire department operations.
- c) **DO NOT allow** anyone to go back in the building under any circumstances until Windsor Fire, Campus Community Police, or the Building Fire Plan Manager has given permission to do so.

General Responsibilities:

- a) be familiar with the Emergency Evacuation Procedures and promote fire safety awareness among the building occupants;
- b) participate in training on Emergency Evacuation Procedures by the B.F.P.M. or Health & Safety before being given any responsibility for fire safety;
- c) be aware of:
 - fire safety procedures and practices;
 - fire and safety notices and information bulletins;
 - the location of pull stations and fire extinguishing equipment within the building;
- d) advise the Building Fire Plan Manager or Health & Safety of any potential fire hazards.
- e) attend applicable training sessions or meetings as required



Monitor Duties

Monitors are pre-assigned to aid persons requiring assistance to safety during an emergency.

When the fire alarm sounds:

- a) help persons requiring assistance to evacuate the building per their Personal Exit Plan.
- b) if physically unable to evacuate the person requiring assistance, notify emergency response personnel of the person's location. **DO NOT use the elevator.**
- c) Unless imminent life-threatening conditions exist in the area occupied by a person requiring assistance, relocation of the individual should be limited to a safe area on the same floor, in proximity to an evacuation stairwell.

General Responsibilities:

- a) be familiar with the Emergency Evacuation Procedures and promote fire safety awareness among the building occupants;
- b) participate in training on Emergency Evacuation Procedures by the B.F.P.M. or Health & Safety before being given any responsibility for fire safety;
- c) be aware of:
 - fire safety procedures and practices;
 - fire and safety notices and information bulletins;
 - the location of pull stations and fire extinguishing equipment within the building;
- d) advise the Building Fire Plan Manager or Health & Safety of any potential fire hazards.
- e) attend applicable training sessions or meetings as required

More information can be found at www.uwindsor.ca/safety/firesafety, including the reference document "*Emergency Procedures for Persons Requiring Assistance in Evacuation*".



Instructor Duties

Instructors are responsible to evacuate the classroom and have students exit the building as quickly and safely as possible.

General Responsibilities:

At the beginning of each new semester, Instructors shall:

- review evacuation routes from your classroom and the location of stairwells;
- ensure that all aisle ways and exits are kept clear during lectures;
- advise students that:
 - copies of evacuation instructions are available at www.uwindsor.ca/emergency.
 - classroom evacuation instructions are posted inside the classrooms.

Any questions regarding Personal Exit Plans for students requiring assistance in evacuation can be referred to the Emergency Response Coordinator or Student Success Centre - Disability Services. Please refer to the ***Emergency Procedures for Persons Requiring Assistance in Evacuation*** document at: www.uwindsor.ca/safety/firesafety

When the fire alarm sounds:

- a) Direct students to vacate the building in a calm, orderly fashion leaving through the nearest exit and to assemble away from the building;
- b) Should a student within your class require assistance please attempt to recruit volunteer help. If this is not possible, please notify emergency personnel of the location of the student(s) through:
 - Building Fire Evacuation Committee members identified in orange vests (if present)
 - extension 9-1-1 (internal Campus Community Police dispatch via campus phone) or 911 from a mobile phone (external service);
- c) Ensure classroom occupants have moved to safe area away from the building;
- d) During an alarm after-hours, ensure appropriate emergency services have been notified (Campus Community Police at ext. 911 or Windsor Fire at 9-1-1 from a mobile phone). Provide the location of fire, your name and answer any questions asked by the dispatcher.

When emergency services arrive:

- Provide any known information on the evacuation status, nature of the emergency, any injured occupants or persons requiring assistance, or location of anyone in the building who refused to evacuate.
- Wait for further instruction from Windsor Fire & Rescue Services and/or Campus Community Police.



University
of Windsor

Building Fire Safety Plan
401 Sunset Ave.

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- **DO NOT** let classroom occupants back into the building until Windsor Fire and/or Campus Community Police declares it safe to do so.
- The designated meeting area in the event of an extended and/or after-hours evacuation is the CAW Student Centre, or alternate location as determined by emergency responders.



Event Organizer Duties

An Event Organizer is defined as the person who schedules and plans a special event on campus, including conferences, meetings, activities, functions, and other social events.

Event Organizers are responsible:

- to be familiar with Emergency Evacuation Procedures, including the posted evacuation routes;
- during the special event, to evacuate the event space and have event patrons exit the building as quickly and safely as possible

When planning a special event:

The Event Organizer shall assign an appropriate number of event staff/volunteers to assist with evacuation and patrons requiring assistance to evacuate the building. All staff/volunteers assigned to assist with evacuation must be trained in their roles and responsibilities in the event of a fire alarm.

For large events, or when an event is being held in a space not intended for continuous occupancy (ie. part of an egress route or corridor), a plan must be submitted to Health and Safety in advance of the event for approval from Windsor Fire Department. Please contact Health and Safety for more information on this process, or visit www.uwindsor.ca/safety/fspspecialevents.

When the fire alarm sounds:

The Event Organizer will take charge of the classroom / event space, and ensure:

- Event patrons evacuate safely;
- Event patrons have moved to a safe area away from the building;
- During an alarm after-hours, that appropriate emergency services have been notified (Campus Community Police at ext. 911 or Windsor Fire at 9-1-1 from a mobile phone). Provide the location of fire, your name and answer any questions asked by the dispatcher.

When emergency services arrive:

- Wait for further instruction from Windsor Fire & Rescue Services and/or Campus Community Police.
- Provide any known information on the evacuation status, nature of the emergency, any injured occupants or persons requiring assistance, or location of anyone in the building who refused to evacuate.
- **DO NOT** let event patrons back into the building until Windsor Fire and/or Campus Community Police declares it safe to do so.
- The designated meeting area in the event of an extended and/or after-hours evacuation is the CAW Student Centre, or alternate location as determined by emergency responders.