



Lash Miller Laboratories St. George Campus

OPS-SOP- 02	Revision #: 02	Implementation Date: 2019-04-11	Last Reviewed/ Update Date: 2019-03-10	Page #: 1 of 2
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### Standard Operating Procedure: Fire Response

**In case of fire:**

			
Close the door as you leave the room.	Pull the nearest fire alarm (located at any exit).	Evacuate the building. Do NOT use elevators.	Report the fire.

#### When you hear the fire alarm:

- Evacuate the building via the nearest exit
- **DO NOT** use elevators
- Keep clear of the building to permit emergency access
- **DO NOT** re-enter until authorized by Fire Officer

#### Fire Emergency Procedures for Mobility-Impaired Persons:

When the Fire Alarm sounds, do the following:

1. If on the ground floor, exit by the normal means
  2. If above or below the ground floor:
    - Notify the Campus Emergency Control Centre: **416-978-2222**
- Tell the campus police dispatcher that the fire alarm in your building is sounding and you are mobility-impaired and cannot leave your floor area. If you smell smoke, or are in immediate danger, inform the dispatcher.
  - Give your **exact location**, including floor and room number.

- Give **your phone number** from which you are calling. Your information will be relayed to emergency response personnel who are on route or on the scene. Toronto Fire Services will facilitate your evacuation if your safety is compromised.
- **Remain by the phone.** If the conditions at your location deteriorate (any increased danger or hazard), call the dispatcher immediately with an update.

**IMPORTANT NOTES:**

1. It is **MANDATORY** to evacuate Lash Miller/Davenport during any fire alarm
2. **Report all fires, no matter how small, to the University Emergency Control Centre: 416-978-2222**
3. Report the smell of smoke of undetermined origin to the University Emergency Control Centre: **416-978-2222**
4. Attempt to extinguish the fire only if you can do so safely.
5. Familiarize yourself with the location of fire exits and fire extinguishers in your area

**1) FIRE within your lab/office:**

**R**emove people in danger

**E**nsure all doors are closed behind you

**A**ctivate fire alarm

**C**all fire department (911)

**T**ry to extinguish the fire (only if it is safe and if you have been trained to do so)

**Then:** evacuate the building. Ensure no person is left behind in your lab.

**DO NOT** re-enter the building until authorized by Fire Department personnel