

Fire Response



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 unless 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
St. George Campus: 416-978-2222
 - Tell the campus safety 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.
- 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.
- 6) Evacuate the building. **Ensure no person is left behind in your lab.**

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)

DO NOT re-enter the building unless authorized by a fire warden.

Fire Wardens

10 staff members have been designated as Fire Wardens



Fire Warden supplies are located at each exit

In the case of a fire alarm,

- 1) Fire Wardens, go to the nearest exit and activate TEAMS notifications on your cell phones (this will be the communication line).
- 2) Open the fire response container using the password provided
- 3) Put on the fire warden vest and cap
- 4) Once the building has been evacuated, set up the barriers and remain close to the entrance if it is safe to do so.
- 5) Allow re-entry once you receive the safe to return message from a Chief Fire Marshal (via TEAMS chat)

Chief Fire Marshals

- Department Chair
- CAO
- JHSC Co-Chairs

