

# Fire/Evacuation Emergency Procedures

## IN CASE OF FIRE

1. Leave fire area and close doors.
2. Activate wall mounted fire alarm pull station located at exits.
3. Attempt to extinguish fire only if you can do it safely.
4. Report any information about fire to UW Police and Fire Department.

## IF YOU ARE ON FIRE

**STOP** where you are, **DROP** to floor or ground and **ROLL** your body to smother the fire.

## WHEN FIRE ALARM SOUNDS

1. Calmly evacuate the building.  
**Do NOT use elevator.**
2. As time allows close windows and doors. Turn off cooking, electrical and laboratory equipment. Put on coat in winter for protection.
3. Use an alternate exit, if you encounter smoke or fire.
4. Follow instructions of emergency response services and fire wardens.
5. Report anyone suspected of remaining in the building.
6. Move away from building at least 30 metres, leaving clear access for emergency services.
7. Do not re-enter the building until authorized by Fire Department or UW Police.

## IF UNABLE TO EVACUATE

1. Call 911 giving your location.
2. A closed door can provide good protection against fire and smoke. Use available materials to seal door and air ducts.
3. If smoke enters room, stay low as heat and gases tend to rise.
4. Signal your position at a window.

**Persons with mobility difficulties or who use wheelchairs should move to an area of refuge (stairwell, room with phone).**

## CONTROLLED EVACUATION

In non-fire situations threatening safety, such as building services interruption or hazardous material spill, buildings are evacuated under direction of UW Police, fire wardens and emergency response services. The fire alarm should not be used to evacuate a building without approval.

## HAZARDOUS MATERIAL SPILL

**UW Police 519-888-4911 or Ext. 22222**

## FIRE CODE REQUIREMENTS

1. Open flames, including candles, are not permitted in buildings except as part of lab apparatus, approved food services and maintenance/construction approved by Plant Operations.
2. Bicycles are not allowed in buildings, except in approved designated locations.
3. Corridors and stairwells must be free of obstructions and any combustible or flammable materials. Items located in a corridor or stairwell must be approved by Plant Operations.
4. Self-closing doors must be able to close. Wedges are only permitted, as a temporary measure while attended, to hold doors open.
5. Fire safety equipment including exit signs, fire extinguishers, and fire hose cabinets must be kept unobstructed.

**Wilful fires, false fire alarms and tampering with fire equipment are offenses under the law.**

### Fire/Evacuation Training and Information:

Safety Office (Commissary Building)  
[www.safetyoffice.uwaterloo.ca](http://www.safetyoffice.uwaterloo.ca) or Ext. 33587

**Fire Equipment Service:** Plant Operations Ext. 33793

## FIRE DEPARTMENT RESPONDS TO FIRE ANNUNCIATOR LOCATION:

