

FIRE/EVACUATION

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 the fire to the Fire Department and UW Special Constable Service.

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 if time permits.
3. Use an alternate exit if you encounter smoke or fire.
4. Follow instructions of emergency responders and emergency wardens.
5. Report the location and detail of anyone suspected of remaining in the building.
6. Move away from the 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 Special Constable Service.

IF UNABLE TO EVACUATE

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

Persons with mobility difficulties or who use wheelchairs should move to an area of refuge (e.g., stairwell, room with a 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 Special Constable Service, emergency wardens and emergency response services. The fire alarm should not be used to evacuate a building without approval.

HAZARDOUS MATERIAL SPILL

UW Special Constable Service
519-888-4911 or ext. 22222

FIRE/EVACUATION TRAINING AND INFORMATION:

Safety Office
(Commissary Building)
uwaterloo.ca/safety-office
safety@uwaterloo.ca or ext. 33587

FIRE EQUIPMENT SERVICE:

Plant Operations ext. 33793

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 and scooters are not allowed in buildings, except in approved designated locations.
3. E-bikes/E-scooters are strictly prohibited indoors.
4. 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.
5. Self-closing doors must be able to close. Wedges are only permitted as a temporary measure to hold doors open while attended.
6. Fire safety equipment including exit signs, fire extinguishers, and fire hose cabinets must be kept unobstructed.

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

SAFETY OFFICE: 519-888-4567, ext. 33587