



FOUNDERS, PHELAN, WINDLE HOUSE, ST. BASIL'S CHURCH & ODETTE HALL EMERGENCY EVACUATION PROCEDURES

UPON DISCOVERY OF FIRE / SMOKE

1. Leave fire area immediately & close doors.
2. Sound the fire alarm by activating Fire-Pull-Station at exits.
3. Leave the building by the nearest exit.
DO NOT USE ELEVATOR
4. Report any information about fire/smoke to the 24-Hour Desk in Elmsley Hall.

UPON HEARING FIRE ALARM

1. Calmly evacuate the building by the nearest exit.
DO NOT USE ELEVATOR
2. If time allows, and it is safe to do so:
 - Close windows and doors.
 - Turn off electrical equipment but leave the light on in the room.
 - Take a towel to protect from possible smoke.
 - Put on shoes and a coat in winter for protection.
 - Alert people in the rooms on either side of you.
3. If you encounter smoke/fire, use alternate exits.
4. If exit door is hot to touch, DO NOT OPEN, use an alternate exit.
5. Once outside, proceed directly to the designated Evacuation Assembly Area for further instructions.
6. Report anyone suspected of not being able to leave the building.
7. Do not re-enter the building until authorized by Emergency Response Personnel.

UNABLE TO EVACUATE

1. Call 911 and the 24-Hour Desk (ext. 2099) and give your location.
2. Stay behind a closed door; use available materials, such as a wet towel, to seal door and air ducts.
3. If smoke enters room, stay low on the floor.
4. Signal your position at a window if safe to do so.
5. Persons with mobility issues should move to an area of refuge and call for help.



FIRE ALARM

- GET OUT - STAY OUT



Any questions about fire safety should be directed to the Facilities Maintenance & Operations, and 24-Hour Desk.

SAFETY RESPONSIBILITY

1. Fire safety is the responsibility of everybody. Please take this seriously, and do familiarize yourself with the emergency exit routes from this area.
2. Alarm bells are triggered automatically by sprinklers, heat/smoke detectors or manually activated at fire alarm pull station.
3. When the alarm bells sound, you have to evacuate the premises immediately.
4. Only when an alarm testing has been announced in advance, evacuating would not be necessary. However, it is a good practice to leave the premises and walk through the emergency evacuation routes.

FIRE CODE REQUIREMENTS

1. Open flames, including candles, are not permitted in buildings except food services, church and maintenance/construction approved by Facilities & Operations.
2. Bicycles must be stored in designated locations.
3. Corridors and stairwells must be free of obstructions.
4. Self-closing doors must be able to close.
5. Fire safety equipment including smoke alarms / detectors, exit signs, fire extinguishers, and fire hose cabinets must be kept unobstructed.

Tampering with fire safety equipment and activating false fire alarms are offenses under the Criminal Code of Canada.

THIS IS A SMOKE-FREE BUILDING.

DESIGNATED EVACUATION ASSEMBLY AREA:

