



**HUMBER**

Department of Public Safety



# **FIRE** **SAFETY**

**Proper preparation is the key to effectively handling emergency situations.**

## IN THE EVENT OF A FIRE OR OTHER EMERGENCY IT IS ESSENTIAL THAT EMPLOYEES AND STUDENTS KNOW HOW TO RESPOND.

Following the procedures contained within this guide and complying with directions given by Humber's Emergency Response Team will accomplish safe, rapid and orderly evacuations.

All employees are requested to carefully review and understand these procedures.

**Should you have any concerns, please contact your manager or Public Safety at 416.675.8500 or ext. 8500.**



## HOW FIRE ALARMS WORK

### LAKESHORE, NORTH AND ORANGEVILLE

At these campuses there is a single stage or two stage fire alarm system. When activated by either an automated detector or manual pull station an alarm will sound in the immediate area/building notifying occupants to prepare to evacuate.

## NOTIFYING THE FIRE DEPARTMENT

All fire alarm systems at Humber are monitored by an external company. When a fire alarm system is activated a signal is automatically transmitted to the external alarm monitoring company who will in turn dispatch the Fire Department. The Department of Public Safety, Security Operation Control Centre (SOCC) also monitors campus alarms and will immediately respond to all fire alarms.

### NOTE:

If, for any reason, you have made a 911 call to obtain emergency assistance, ensure that Public Safety has been notified of the situation so we can guide the emergency responders to the location as quickly as possible.

# IN THE EVENT OF A FIRE ALARM

# RESPONSIBILITIES IN THE EVENT OF A FIRE ALARM

## EVACUATING THE BUILDING

**When the Second Stage/Evacuation alarm has sounded, all work/learning activity is to cease and all equipment that may pose a fire or safety hazard, if left unattended, is to be shut down.**

Employees must ensure that all areas (classrooms, meeting rooms, office space, library, cafe, etc.) are promptly evacuated. Faculty members are encouraged to discuss emergency evacuation procedures with their students paying particular attention to those with disabilities. Refer to the “Helping People with Disabilities During an Evacuation” section for more information.

Employees should make note of the emergency exits closest to their area.

When the Second Stage/Evacuation fire alarm sounds, occupants should evacuate the building in a calm and orderly fashion without pausing to collect belongings or returning to their office. Fire Emergency Procedure Signs are posted in classrooms, meeting rooms and divisional offices.



## EMERGENCY

### EMERGENCY RESPONSE TEAM - ERT

Humber has an Emergency Response Team (ERT) that is comprised of employees who have volunteered to assist with emergency response during daytime hours, Monday to Friday. ERT activities may include, but are not limited to the following:

- Helping with the evacuation of a building or campus, if required
- Providing instruction and direction to occupants
- Assisting occupants with disabilities, as necessary
- Providing timely reports on the status of an evacuation
- Conducting regular visual checks of their floor/area to become familiar with their search area and to identify and report hazards

## GENERAL

**Employees and students are to acquaint themselves in their area with fire safety and evacuation procedures.**

ERT members and employees have the responsibility to ensure that during an evacuation:

- 1** Everyone has left the area/building.
- 2** Doors are closed upon leaving.
- 3** All equipment is shut down /turned off, if safe to do so.
- 4** Ensure evacuees move away from building entry points by 100 m (300 feet).

## END OF EMERGENCY

Do not re-enter the building until permitted to do so by the Fire Department or Public Safety. The Public Address System will broadcast a message on instructions.

# IN THE EVENT OF A FIRE ALARM - GENERAL FIRE EMERGENCY PROCEDURES

# PEOPLE WITH DISABILITIES DURING AN EVACUATION

## UPON DISCOVERY OF FIRE

- 1 Leave fire area immediately.
- 2 Close doors behind you.
- 3 Sound the fire alarm, pull manual station.
- 4 Leave the building by the nearest exit.
- 5 DO NOT USE ELEVATORS.

## UPON HEARING A FIRE ALARM

<b>1st STAGE ALERT/ ALARM</b>	<b>IF INTERMITTENT SIGNAL</b>  (beeping sound every two (2) seconds) <ul style="list-style-type: none"><li>• Stand by and prepare to leave building</li><li>• DO NOT USE ELEVATORS</li></ul>	<b>2nd STAGE ALARM/ EVACUATION</b>	<b>IF CONTINUOUS SIGNAL</b>  (three (3) fast beeps followed by a short pause) <ul style="list-style-type: none"><li>• Leave building by nearest exit</li><li>• Close doors behind you</li><li>• DO NOT USE ELEVATORS</li></ul> <b>*Some buildings only have a single stage fire alarm system, please listen to the messaging and follow the provided instructions.</b>
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### CAUTION:

If you encounter smoke, use an alternate exit. If smoke is heavy in the corridor, it may be safer to stay in your area. Close doors, block openings and stay low to the floor at a window if available.

**NOTE:** Some doors automatically close when the fire alarm system is activated to control the spread of smoke/fire.

People with disabilities serve as the best source of information on their conditions and needs. When offering assistance or soliciting assistance, have the person with the disability direct you how to help them.

## PEOPLE WITH DISABILITIES:

If you have a disability and feel you may require assistance during an evacuation, students are asked to contact Accessible Learning Services and employees are asked to contact HR Services. Please make them aware of your evacuation needs. These needs will be accommodated to the best of our ability as circumstances dictate. By keeping your manager or professor informed of your needs, this will help to ensure your safety during an emergency.

## UPON HEARING A SECOND STAGE ALARM/EVACUATION:

- 1 DO NOT use elevators.
- 2 During daytime hours, ask your manager, professor or an ERT member to provide or solicit evacuation assistance for you. If you are on campus outside of your regular class time or after hours, ask for evacuation assistance or report your location to Public Safety.



# PEOPLE WITH DISABILITIES DURING AN EVACUATION

- **Dialing your campus emergency number using an internal phone:**

Lakeshore, North & Orangeville ..... ext. 4000

- **Cell Phone 416.675.8500 or Campus Pay Phone (free call)**
- **Emergency phones, located inside and outside of the buildings**
- **If someone has been solicited to assist you, please instruct this individual on how they can help you to evacuate.**

## MANAGERS AND FACULTY:

- 1** If you have students/staff with mobility, visual or hearing impairments in your class/work area, acquaint yourself with their evacuation needs.
- 2** Attempt to pre-arrange evacuation assistance, in consultation with the student/staff member who has a disability. Some general guidelines that may be of assistance are provided in the next section.

## EMERGENCY RESPONSE TEAM (ERT):

- 1** Be alert for anyone requiring special evacuation assistance. If necessary, solicit help from passers-by to assist the individual with evacuation.
- 2** Report the location of any individual requiring special evacuation assistance by using ERT reporting procedures, calling your campus emergency number or using an emergency phone. Ensure the individual is in an area of safe refuge\* and advise this person that their location will be reported. If someone volunteers to stay with the person, they may do so.

# PEOPLE WITH DISABILITIES DURING AN EVACUATION

## MOBILITY IMPAIRED

### GROUND LEVEL EGRESS:

Direct the individual to the nearest safe exit with the required evacuation assistance. If possible, have someone (ideally pre-arranged) accompany the individual out of the building.

### UPPER FLOOR EGRESS:

Untrained people should not evacuate a person who cannot get out of their wheelchair. Ensure the individual is in an area of safe refuge\* and that their location is reported to emergency services for evacuation assistance.

### \* AREA OF SAFE REFUGE

- An area in which there is no immediate risk from fire/smoke or other hazard
- Preferably in an enclosed area such as a classroom or office
- Best if classroom/office located near a stairwell or elevator so that emergency responders can access the location quickly.



## HEARING IMPAIRED:

**People with hearing impairments may not be aware of audible alarms. It is important that they know what is happening and how to proceed.**

**The following is a guide on how to help:**

- Gain their attention - tap them on the shoulder, turn lights on/off or wave your hand.
- If possible, give them brief written instructions.
- If not possible, indicate through gestures that there is an alarm and they must evacuate (i.e. point to a fire pull station, strobe or fire evacuation sign).
- If necessary, help them to proceed to the nearest safe exit.

## VISUALLY IMPAIRED:

**People with visual impairments may become disoriented and not know where to proceed. To assist them use the following guide:**

- Gain the person's attention by vocal or physical means.
- Explain the nature of the emergency.
- Guide them to safety. As you walk, explain where you are going and advise of any obstacles (i.e. stairs, changes in grade, when going through doors).
- Upon reaching safety, orient the person to his/her surroundings. Ask if they need any further assistance. Do not leave the individual in unfamiliar surroundings. Remain with the person until the emergency is over.

## IDENTIFYING AND CONTROLLING FIRE HAZARDS

All employees are responsible for identifying and reporting fire hazards at Humber. Employees should notify their manager and submit a Work Order through Facilities Management (online system or ext. 4444) and notify Public Safety (ext. 8500).

### POTENTIAL FIRE HAZARDS:

- Materials stored in stairwells
- Blocked exits
- Electrical appliances with frayed extension cords
- Improper storage of flammable materials
- Open flames (e.g. candles)

## ACCESS FOR THE FIRE DEPARTMENT

To provide the Fire Department with a safe and unobstructed access to all campus locations, vehicles should not be parked in fire routes and should not block fire control equipment such as fire hydrants or emergency exits. During an evacuation, keep entrances to buildings clear.

## FIRE DRILLS

Fire drills will be conducted on a regular basis as required by the Ontario Fire Code. Members of the Emergency Response Team will participate in all drills, and employees/students will participate as directed by the Department of Public Safety.



# EMERGENCY SITUATIONS



## FOR EXAMPLE:

**FIRE**

**MEDICAL**

**EMERGENCY**

**CRIMINAL ACTIVITY**

**PERSONAL SAFETY CONCERN**

## FOR EMERGENCY SITUATIONS CALL: **416.675.6622**

Lakeshore Campus.....ext. 4000  
North Campus .....ext. 4000  
Orangeville Campus.....ext. 4000  
Lakeshore Residence .....ext. 73001  
North Residence .....ext. 77201

- Emergency phones, located inside and outside of the buildings

## **POLICE, FIRE AND AMBULANCE: 911**

### **IMPORTANT REMINDER:**

If you've called 911, also call Public Safety.  
We need to know your location.

## **NON-EMERGENCY SITUATIONS**

For Non-Emergency Situations call 416.675.6622

Lakeshore Campus.....ext. 8500  
North Campus .....ext. 8500  
Orangeville Campus.....ext. 8500  
Cell Phone of Campus Pay Phone (free).....416.675.8500

To obtain this guide in alternative format or for further information regarding emergency services, please contact Public Safety (ext. 8500).