

CAMPUS EMERGENCY PROCEDURE

Procedure title: Fire and Fire Alarms
Effective date: May 2014
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Introduction

This procedure provides direction to the campus community when responding to an incident or emergency that may threaten the institution's processes, the safety of its employees and students, or the facility itself.

Definition/ explanation

A majority of UOIT and Durham College buildings utilize two- or single-stage alarm systems, but there are some satellite locations that have to adhere to the fire alarm and evacuation policies of their respective buildings. All buildings that utilize either a two- or single stage alarm are listed under the building reference section below. If the building you are in is not listed, it is because it is regulated by an external policy.

Procedure

Upon discovery of a fire:

- Remove all occupants;
- Enclose the area you are leaving;
- Activate the fire alarm;
- Call Campus Security at ext. 2400 or 905.721.3211, to report the fire;
- Take the stairs.

Fire wardens are trained staff members who will be available to help with following this procedure.

Two-stage Alarms:

Durham College and UOIT use a two-stage alarm system in the majority of buildings on the north Oshawa and Whitby campuses, though some exceptions do apply. For a more detailed list of the alarm system for each building, see the building reference section below.

Stage 1:

The 'Alert Signal'– one (1) pulse every two (2) seconds.

When you hear the fire alarm, take three seconds to measure the number of pulses, so you can be sure what alarm type you are experiencing.

When you hear the alert signal:

- Evacuation is not required during Stage 1.
- If you hear the Alert Signal, stay calm, remain where you are, prepare to leave the building if instructed to do so.

Stage 2:

The 'Evacuation Signal' – one (1) pulse every second. When you hear the evacuation signal:

- Evacuation is required during Stage 2.
- Assist disabled persons in evacuating or going to a designated safety zone (see below).
- Close doors behind you;
- Do not use the elevators;
- Exit the building through the nearest safe exit;
- Follow directions from the fire warden or Campus Security;
- Move a safe distance away once outside; and
- Wait for clearance from the appropriate authorities before re-entering the building.

Single-stage alarms:

Single-stage alarms are prevalent in locations other than the north Oshawa or Whitby campuses, though some exceptions do apply. For a more detailed list of the alarm system for each building, see the building reference section below.

When you hear the fire alarm:

- Evacuation is required;
- Assist disabled persons in evacuating or moving to a designated safety zone, located near stairwells;
- Close doors behind you;
- Do not use the elevators;
- Exit the building through the nearest safe exit;
- Follow directions from the fire warden or Campus Security;
- Move a safe distance away once outside; and
- Wait for clearance from the appropriate authorities before re-entering the building.

If you cannot evacuate:

- If safe to do so, go to a designated safety zone located by all stairwells;
- If you cannot get to a designated safety area, stay low to the floor and close the door;
- Always check doors for heat before opening; and
- Call Campus Security at ext. 2400 or 905.721.3211 to report your location.

Persons with physical disabilities will:

Move towards the designated safety zone (they are located near all major stairwells, and are marked with a red sign) and permit others to evacuate down stairwells. If the individual has an assistant, the assistant must advise the fire warden, Campus Security or the fire department of the person's location and stairwell number.

If the individual is unescorted, he/she should remain in the designated safety zone and await the arrival of a Fire Warden. Persons with physical disabilities should not enter the stairwell unless it is absolutely necessary (fire or smoke is near the location).

The elevator should never be used during a fire alarm.

In the event of an injury:

In the event an injury occurs, please contact your immediate supervisor to inform him or her of the incident. Next, you or your supervisor must fill out an Accident/Incident Report Form.

For Durham College employees, the form can be located on the employee intranet, ICE, under Forms, then Human Resources, and Accident, Injury. For more information, please refer to the Durham College Accident Reporting Procedure (EMPL-301.1), also located on ICE.

UOIT employees can access the form through the UOIT.ca website. On the homepage, click Faculty and Staff, then Campus Services, and Health and Safety. For more information, please refer to the Accident Reporting Procedure, which is located on the UOIT.ca website.

Authority and responsibilities

All fire wardens, faculty, staff, and students have the responsibility to understand and follow the fire alarm procedures as set out in this guideline and the fire safety plan in each location. In addition, there are responsibilities under the Ontario Fire Code, Fire Prevention and Protection Act, Ontario Building Code, Canadian Criminal Code, municipal codes and bylaws, and other codes and regulations. Please note that Section 437 of the Criminal Code states a false fire alarm is a criminal offence.

The Emergency Management Response Team (EMRT) and the Office of Campus Safety will be responsible for enforcing and communicating these procedures to staff and students.

Faculty, staff, and students will be responsible for taking direction from the appropriate authorities and contributing to a safe and secure environment.

Building reference

Buildings with two-stage alarms:

- Gordon Willey building
- Library building
- Engineering building
- Science building (UA)
- Simcoe building
- South Village Residence
- Student Centre
- Business and IT building (UB)
- ERC building
- Student Services building
- Campus Recreation and Wellness Centre
- Automotive Centre of Excellence
- Whitby main campus
- Whitby Centre for Food

Buildings with single-stage alarms:

- Campus Corners

- Campus Tennis Centre
- Clean Energy Research Lab
- Crime Scene House
- Grounds Maintenance
- Library Portable Structure
- Pavilion
- Regent Theater Lecture Hall
- Simcoe Building J Wing Portable
- 55 Bond Street
- U5 Portable Structure
- U6 portables
- 11 Simcoe St.
- 61 Charles St.

Reference

Durham College and UOIT Emergency Preparedness Plan & Policy
Durham College Emergency Preparedness Policy ADMIN-211
Durham College Accident Reporting Procedure EMPL-301.1
UOIT Accident Reporting Procedure