

11.0 BUILDING EVACUATION PLANS

11.1 Preparedness and Prevention

Familiarize yourself with the location and use of all fire extinguishers, fire alarm switches and fire exits in your area.

Report any matters relating to fire hazards to the Department safety officer.

11.2 IN CASE OF FIRE

- 1) Notify others in the immediate area that there is a **"FIRE"**.
- 2) Leave the fire area and close the doors and windows.
- 3) Activate nearest wall-mounted fire alarm.
- 4) **DO NOT** attempt to extinguish the fire if you cannot do it safely.
- 5) Assist physically impaired people to a safe location (stairwell or office with a telephone).
- 6) Check to ensure the fire area has been evacuated.
- 7) Leave building promptly - **DO NOT USE ELEVATOR.**
- 8) Phone the Emergency Report Centre at **36111** or **9-911**.
- 9) Remain in the area to guide Fire Department to scene of fire and location of physically impaired people.
- 10) **DO NOT re-enter building until authorized** to do so by the Fire Department.

11.3 When the FIRE ALARM Sounds

- 1) Leave the building quickly through the appropriate fire escape exit (see Sections 11.4, 11.5 and 11.6). **DO NOT USE ELEVATOR.**
- 2) The safety officer will go to the other side of the street across from the main door, where they will await the arrival of the Fire Department to direct them to the location of the fire.
- 3) Be available to the safety officer to pass on any information.
- 4) Personal safety permitting, there will be a staff member directing the evacuation of each floor and who will verify that all personnel are safe and accounted for once they are out of the building.

McLaughlin Hall

Safety Officer – Onno Oosten
Basement (Engine Lab) – Andy Bryson
1st Floor - Andy Bryson
2nd Floor - Gabrielle Whan
3rd Floor – Jacquie Brown
4th Floor – Gabrielle Whan

Nicol Hall:

Safety Officer – Charlie Cooney
1st Floor – TBD
2nd Floor – TBD
3rd Floor – TBD
4th Floor – TBD

Jackson Hall:

Safety Officer – TBD
1st Floor – TBD
2nd Floor – TBD
3rd Floor – TBD
4th Floor – TBD

11.4 Fire Exits - McLaughlin Hall

Basement

- **Primary Route:** Out the east crash door and across Lower University Ave.
- **Secondary Route:** Up the rear stairs to the parking lot driveway door and across Lower University Ave.

First Floor

- **Primary Route:** Out the main entrance door to Stuart Street and proceed to the opposite side of the street.
- **Secondary Route:** Down the rear stairwell, out the rear exit door and across Lower University Ave.

Second Floor

- **Primary Route:** Down the main stairs, out the main entrance door to Stuart Street and proceed to the opposite side of the street.
- **Secondary Route:** Down the rear stairwell, out the rear exit door and across Lower University Ave.
- **Third Route:** Through rooms 215, 215A or 215B, out the door opening onto the east fire escape and across Lower University Ave.

Third Floor

- **Primary Route:** Down the main stairs, out the main entrance door to Stuart Street and proceed to the opposite side of the street.
- **Secondary Route:** Down the rear stairwell, out the rear exit door and across Lower University Ave.
- **Third Route:** Through room 315, out the east fire escape and across Lower University Ave.

Fourth Floor

- **Primary Route:** Down the west side stairwell, out the main entrance door to Stuart Street and proceed to the opposite side of the street.
- **Secondary Route:** Out the east side exit door, across the roof to the east fire escape and across Lower University Ave.

11.5 Fire Exits – Jackson Hall

Basement

- **Primary Route:** Out the North or South doors and proceed to the opposite side of the street (Fifth Field Company Drive) to the steps of Clark Hall (Book Store).
- **Primary Route (Room 001):** Out the front door exit and proceed to the opposite side of the street (Fifth Field Company Drive) to the steps of Clark Hall (Book Store).

First Floor

- **Primary Route:** Out the main entrance door and proceed to the opposite side of the street (Fifth Field Company Drive) to the steps of Clark Hall (Book Store).
- **Secondary Route:** Out through the rear window/fire exit, down the fire escape and then proceed to the opposite side of the street (Fifth Field Company Drive) to the steps of Clark Hall (Book Store).

Second Floor

- **Primary Route:** Down the main stairs, out the main entrance door and then proceed to the opposite side of the street (Fifth Field Company Drive) to the steps of Clark Hall (Book Store).
- **Secondary Route:** Out through the rear window/fire exit, down the fire escape and then proceed to the opposite side of the street (Fifth Field Company Drive) to the steps of Clark Hall (Book Store).

Third Floor

- **Primary Route:** Down the main stairs, out the main entrance door and then proceed to the opposite side of the street (Fifth Field Company Drive) to the steps of Clark Hall (Book Store).
- **Secondary Route:** Out through the rear window/fire exit, down the fire escape and then proceed to the opposite side of the street (Fifth Field Company Drive) to the steps of Clark Hall (Book Store).

11.6 Fire Exits – Nicol Hall

First Floor

- **Primary Route:** Out the east side entrance door and proceed to the opposite side of the street (Fifth Field Company Drive) to the steps of Bruce Wing, Millar Hall.
- **Secondary Route:** Out the main entrance or rear exits and proceed to the opposite side of Fifth Field Company Drive to the steps of Bruce Wing, Millar Hall.

Second Floor

- **Primary Route:** Down the main stairs, out the main entrance and proceed to the opposite side of Fifth Field Company Drive to the steps of Bruce Wing, Millar Hall.
- **Secondary Route:** Down the rear stairs, out the rear exit door and proceed to the opposite side of the street (Fifth Field Company Drive) to the steps of Bruce Wing, Millar Hall.

Third Floor

- **Primary Route:** Down the main stairs, out the main entrance and proceed to the opposite side of Fifth Field Company Drive to the steps of Bruce Wing, Millar Hall.
- **Secondary Route:** Down the rear stairs, out the rear exit door and proceed to the opposite side of the street (Fifth Field Company Drive) to the steps of Bruce Wing, Millar Hall.

Fourth Floor

- **Primary Route:** Down the main stairs, out the main entrance and proceed to the opposite side of Fifth Field Company Drive to the steps of Bruce Wing, Millar Hall.
- **Secondary Route:** Down the rear stairs, out the rear exit door and proceed to the opposite side of the street (Fifth Field Company Drive) to the steps of Bruce Wing, Millar Hall.