

Nipissing University - Emergency Response Procedures

FIRE

FOR BUILDINGS WITH A FIRE ALARM SYSTEM

If you discover a fire:

1. **LEAVE** the fire area, closing all doors behind you. Do not stop to collect personal belongings.
2. If your clothing catches fire **STOP DROP ROLL**
3. **ACTIVATE FIRE ALARM** using the closest wall mounted fire alarm pull station.
4. **CALL 911.** Give your name & exact location of fire.
5. **DO NOT FIGHT THE FIRE** unless you are trapped or trained and it is safe (i.e., sure & safe exit) to do so using a portable extinguisher. Activate fire alarm and call 911 first. Evacuate area immediately if one extinguisher does not put the fire out.
6. **EVACUATE THE BUILDING** following the procedures given below.

If you hear the fire alarm:

1. The Education Centre is divided into two zones. Fire bells will ring continuously in the fire zone and only intermittently in the other zone.
2. **IN THE AREA WHERE THE BELL IS RINGING CONTINUOUSLY, EVACUATE THE BUILDING IMMEDIATELY** by the nearest exit. If any person for whatever reason cannot safely evacuate the building, assist them to an area of refuge such as a stairwell away from the affected area. Alert security and/or emergency response personnel of their location.
3. In the area where the fire bells are ringing intermittently, occupants can stand by and not evacuate, but must evacuate immediately if the fire bells change to continuous ringing.
4. If time permits, close windows and doors. Turn off electrical and laboratory equipment. Put on a coat, gloves, etc. in winter for protection.
5. **DO NOT USE ELEVATORS.**
6. Each department's fire warden or alternate will check their area to ensure everyone has left closing doors behind them.
7. Professors/lecturers **WILL INSTRUCT** students to evacuate the classroom/theatre by the nearest exit. Professors/lecturers will close doors where possible upon leaving.
8. Once outside, **GO TO** the designated assembly area – Parking Lot 5. Keep driveways and sidewalks clear for emergency crews.
9. **DO NOT RETURN TO AN EVACUATED BUILDING** unless authorized to do so by Security Services, External Emergency Services or an announcement from the University.

If you are unable to evacuate:

1. **CALL 911**, giving your location and situation, if possible.
2. **CLOSE** doors against fire and smoke. If possible, **WET** towels, clothes, etc. with water to **SEAL** doors and air ducts against smoke.
3. If smoke enters room, **STAY LOW** as heat and gases tend to rise.
4. **SIGNAL** your position at a window by waving a cloth flag or holding a sign saying HELP!