

Occupant Procedures

If you discover a fire:

SHOUT:

- Activate the nearest Fire Alarm Pull Station to begin building evacuation
- Warn others immediately to leave the building at the nearest safe exit or fire stair.
- Attempt fire suffocation with a cover or extinguisher **ONLY** if safe (small, contained fire & exit route clear) and able, up to- 1 minute max, otherwise
- Leave the fire area and close doors; **do not lock!**
- Call Emergency Services - **911** - from a safe location to ensure response and then Brock (905-688-5550) **X3200** to advise Campus Security of location/circumstance.

Whenever you hear a fire alarm at Brock:

GET OUT:

- Close doors behind you - **DO NOT LOCK** - Leave building via closest safe Exit or Fire Stair.
- **NEVER use elevators.**
- If you encounter fire or smoke in the Fire stair, cross-over where possible to use an alternate Fire Stair/Exit.
- Help mobility impaired individuals to exit or to a pre-planned safe area of refuge, preferably a fire stair landing or an enclosed, fire-rated space near the fire stairs and then advise an Emergency Warden, Campus Security member or Firefighter of their location.
- Once evacuated, keep a safe distance (30m) from exit or proceed into an unaffected building.

STAY OUT:

- Do not re-enter building until so authorized by the Fire Department, Campus Security Services, the Building Warden Coordinator, or a Brock Emergency Warden (regardless of alarm bell status).

For more information contact:

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