

## Persons Requiring Assistance to Evacuate Procedures

### ***Whenever you hear a fire alarm at Brock:***

- If you are able to descend the exit stair WITH assistance, do so when there is a break in the flow of persons evacuating, or when the stair is clear.
- If, during your decent, you are unable to continue:
  - Stop at the next stair landing down
  - If you are obstructing others exiting by remaining in the stairwell, and if the fire is not on that floor, exit the stair and remain immediately outside the exit stair.
  - Individuals providing assistance are to immediately exit the building and report the person's location to Fire Department personnel or building staff.

**NOTE:** If you are located in the Schmon Tower or Thistle Complex, you may use the RED Firefighters Phones located immediately outside the exit stair to report your location or conditions on the floor.

These phones provide a direct connection to the main fire alarm panel located in the lobby CACF room during all alarm conditions. To use these phones:

- Break or remove the glass insert, and life receiver off of cradle
- Approximately 10 - 20 second delay to connect (will hear what sounds like a "busy" signal)
- Advise the individual on the other end your condition and situation.

### ***Whenever you hear a fire alarm at Brock & you are unable to evacuate:***

If there is no fire, smoke or unsafe conditions on the floor

- Attend the AREA of REFUGE nearest (Exit Stair) to your work area and await further directions from the first responders, the fire department your Emergency Wardens.
- Do not leave your floor area unless there is an unsafe condition or directed to do so.
- If conditions worsen, they are to use the firefighter handset to report this, then move into the exit stair, ensuring that the stairwell door remains closed.

If you encounter smoke or fire on your floor, follow these procedures

- Enter the Area of Refuge (Exit Stair) and await for the arrival of assistance from building staff or Fire Dept.
- If possible, descend to the nearest emergency cross-over floor.
- Where installed (Schmon Tower & Thistle Complex) use fire phone located by the stairwell and advise of your new location; OR
- Contact Campus Security Services at 905-688-5550 ext: 3200 and advise of the situation and new location.