

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. **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.
2. If time permits, close windows and doors. Turn off electrical and laboratory equipment. Put on a coat, gloves, etc. in winter for protection.
3. **DO NOT USE ELEVATORS.**
4. Each department's fire warden or alternate will check their area to ensure everyone has left closing doors behind them.
5. Professors/lecturers **WILL INSTRUCT** students to evacuate the classroom/theatre by the nearest exit. Professors/lecturers will close doors where possible upon leaving.
6. Once outside, keep driveways and sidewalks clear for emergency crews. If there is an active fire, **GO TO** the designated assembly area (Parking Lot 5).
7. **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!