



Fire Safety Plan

Cardinal Carter Library and King Centre (Building # 24) Site and Building Plans (see Section's 10, 11 and 12)

Building Owner: King's University College
266 Epworth Avenue
London, Ontario N6A 2M3

Tel: 519-433-3491

Emergency Contact Numbers:

Fire Department	911
UWO Police	519-661-3300
Director of Libraries	519-694-3078
Associate Librarian	226-268-7068
King's Security – Garda	519-521-6215
Director of Physical Plant	519-709-4755

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SECTION 1

INTRODUCTION

Fire safety is an important responsibility for everyone. The consequences of an inadequate fire safety plan are especially serious for anyone involved in a group setting. Building occupants depend on the knowledge, skills and training of the **supervisory staff** in providing and maintaining a fire safe environment.

Procedures contained in a Fire Safety Plan must be designed specifically for each building. In a fire emergency, if followed properly, the procedures should reduce the risk of life safety for all occupants, visitors and staff in the building. To be effective however, a Fire Safety Plan requires the following:

Commitment by management and supervisory staff to fire safety,

- A willingness by management to promote fire safety,
- Knowledge of the building,
- Knowledge of the fire safety protection equipment,
- A clear understanding of the procedures and how to implement them properly,
- Co-operation of supervisory staff to enhance the fire safety of occupants.

All educational facility owners, managers and administrators should have a copy of the Fire Code, Ontario Regulations 388/97, as amended, and the Fire Protection and Prevention Act, 1997.

The Fire Code is a provincial regulation made under Part IV of the Fire Protection and Prevention Act, 1997. The Fire Code states that the owner is responsible for carrying out “all provisions of the Code”.

Owners, managers, administrators and supervisors of educational facilities should be intimately familiar with their responsibilities under the Fire Code since contravention of any provision can result in a penalty.

As required by Section 2.8 of the Fire Code, the owner of an educational facility is responsible for the preparation of a Fire Safety Plan. In most cases, the Fire Safety Plan can be prepared by an experienced building or maintenance supervisor/manager in conjunction with the manager of the facility. Buildings with elaborate emergency systems may require the assistance of a fire protection consultant. After the plan has been prepared, it must be submitted to the Chief Fire Official for approval.

Once approved, the owner is responsible for implementing the Fire Safety Plan and training all staff in their respective duties. It is also the owner’s responsibility to ensure that all visitors and staff are informed of what to do in case of fire or when the fire alarm sounds. During a fire emergency, a copy of the approved Fire Safety Plan should be available for the responding fire

department. This may be delivered by hand or, provided in a location approved by the Chief Fire Official, such as a security lock box at the main entrance to the building.

SECTION 2

DISTRIBUTION AND ALTERATIONS TO THE FIRE SAFETY PLAN

2.1 Distribution of the Fire Safety Plan

The master copy of the Fire Safety Plan will be kept by the Physical Plant Department in the Wemple Building room W131. A copy of the Plan will be kept at the annunciator panel in the main entrance of the Cardinal Carter Library.

A copy of the Plan will be kept in the Chief Librarian's office. This copy will be available to all Library staff.

A copy of the Plan will be kept in the KUCSC Offices in the King Centre.

A copy of the plan will be kept in the Wemple Building room W001. This copy will be available to all Security Staff, the Director of Physical Plant and all custodial and housekeeping staff.

Supervisory staff detailed in 4.1 will receive copies of the relevant sections of this Fire Plan.

A total of 5 copies will be distributed.

2.2 Alterations to the Fire Safety Plan

Alterations to the Fire Safety Plan can only be undertaken by the Director of Physical Plant.

Suggested changes can come from anyone within the King's community or from the City of London Fire Department. These suggestions should be made in writing to the Director of Physical Plant.

The Director of Physical Plant will consult with the City of London Fire Department before any changes to the Fire Safety Plan are finalized.

Once changes have been agreed the Director of Physical Plant will modify and distribute copies of the revised Plan as detailed in 2.1.

2.3 Abbreviations

Buildings

DLH Dante Lenardon Hall

LH Elizabeth Labatt Hall

CCL	Cardinal Carter Library
AC	Alumni Court
TH	Townhouse
KC	King Centre
BH	Broughdale Hall

Titles

R.A. Residence Assistant

2.4 Definitions

Alarm Signal: an audible signal transmitted throughout a zone or zones or throughout a building to advise occupants that a fire emergency exists.

Alert Signal: an audible signal to advise designated persons of a fire emergency.

Approved: means approved by the **Chief Fire Official**.

Check: means visual observation to ensure the device or system is in place and is not obviously damaged or obstructed.

Chief Fire Official: the assistant to the Fire Marshal who is the Municipal Fire Chief or a member or members of the fire department appointed by the Municipal Fire Chief under Subsection 1.1.8. (of the Ontario Fire Code) or a person appointed by the Fire Marshal under Subsection 1.1.8.

Inspect: means physical examination to determine that the device or system will apparently perform in accordance with its intended function.

Owner: any person, firm or corporation having control over any portion of the building or property under consideration and includes the persons in the building or property.

Single Stage Fire Alarm System: a fire alarm system designed so that activation of any alarm initiating device (i.e. manual pull station, smoke or heat detector, etc.) will cause a general evacuation **alarm signal** to sound on all audible signal appliances throughout the building.

Supervisory Staff: those occupants of a building who have some delegated responsibility for the fire safety of other occupants under the Fire Safety Plan and may include the fire department where the fire department agrees to accept these responsibilities

Test: means the operation of a device or system to ensure that it will perform in accordance with its intended operation or function.

SECTION 3

AUDIT OF BUILDING AND HUMAN RESOURCES

3.1 Fire Department Access and Staging Areas

The Cardinal Carter Library/King Centre is situated on the South side of Epworth Avenue and on the West side of Waterloo Street. There are two designated fire routes to the building, one from Epworth Avenue at the crosswalk and one from Waterloo Street through parking lot P3. Fire Department staging areas can be set up from both fire routes on the North, South or West sides of the building.

3.2 General Building Characteristics

For the purpose of this Fire Plan, the Library and King Centre are considered to be one building. The Cardinal Carter Library was constructed in 1995 and is mostly non-combustible. The building is used solely as a library with its supporting services.

The building has four levels: a partial basement used for storage and with a mechanical room; a main floor with stacks, circulation desk, rare book room, offices and study rooms; a second floor with stacks, offices and study rooms; a third floor with mechanical and electrical services. Only the main and second floors are accessible to the public.

There is an open stairwell at the North West corner connecting the main and second floors. There are enclosed stairwells at the North East and South West corners. The North East stairwell connects the main and second floors, the South West stair connects all levels.

There is one elevator in the building located centrally on the West side. The elevator services the basement, main and second floors.

The King Centre was constructed in 2013 and is mostly non-combustible. The building functions as a student centre and includes meeting rooms, student council offices, auditorium, learning commons, Write Place, Tim Hortons, lower level lounge, fitness area and three classrooms. The building has three levels which are all accessible to the public.

There are enclosed stairwells at the North and South of the building and open stairs connecting all three levels in the centre. There is one elevator centrally located.

3.3 Human Resources

Library Staff	10	Hours	9:00 a.m. - 4:30 p.m.
	3		4:30 p.m. - 12:00 a.m.
KUCSC	5 Approx.	Hours vary	

Physical Plant Staff perform housekeeping and maintenance duties in the Library and King Centre throughout the week. These staff members will be organized as detailed below in Section 4.

On average there are 2,800 visitors to the Library and King Centre per day during the term.

3.4 Fire Alarm System Description

An Annunciator Panel is located on the East wall of the main entrance. In addition an alarm will also annunciate on the central fire alarm panel located in the main entrance of the Wemple building. Any alarm on the Wemple building central fire alarm panel will automatically dial an alarm to CCPS and to the Security pager as well as giving an audible alarm in Wemple.

The Library/King Centre fire alarm system is a single stage fire alarm system. Activation of any alarm initiating device (i.e. manual pull stations, smoke or heat detector, etc.) will cause a general evacuation alarm signal to sound alarm bells throughout the building.

The general evacuation alarm is a continuous bell and a klaxon.

3.5 Suppression

All levels of the Cardinal Carter Library and King Centre are fully sprinkled. The valves for the sprinkler system are in the mechanical room at the North end of the Library basement.

ABC fire extinguishers are mounted throughout the building.

There is one fire hydrant adjacent to the main library entrance at the North of the building. A hydrant is located on Waterloo Street South, East of the King Centre. There is also a hydrant on University Crescent South of the building

3.6 Shut-off Locations

Natural Gas	There are two natural gas feeds. One shut-off valve is on the North West side of the Library and the other at the North East corner of the King Centre.
City Water	Is located in the Mechanical room in the Library basement at the North end.
Electrical Power	Is in the Electrical room at the South West corner of the Library basement.

3.7 Elevators

The building has two elevators. One is in the Library serving the basement, main and second floors. It is located on the West side of the building. The King Centre elevator is centrally located and serves all three levels.

3.8 Emergency power and lighting

Emergency lighting is provided throughout the building and covers all corridors, stairwells and exits. These lights are powered either from battery packs or from the emergency generator located in the 3rd floor Mechanical room of the Library.

3.9 Chemical storage, MSDS and Compressed Gases

Some chemicals are stored in the Mechanical room on the 3rd floor.

Small quantities of cleaning compounds may be present in the Janitorial areas. MSDS sheets for all chemicals used on the King's Campus are available in room W055 in the Wemple Building.

SECTION 4

INFORMATION FOR MEMBERS OF THE FIRE SAFETY ORGANIZATION **(Supervisory Staff)**

4.1 Appointment and Organization of Supervisory Staff

In the context of this Fire Safety Plan, Supervisory Staff are those who have some delegated responsibility for the fire safety of building occupants.

The following positions have this responsibility in the event of a fire or evacuation of The Cardinal Carter Library/King Centre:

Chief Librarian
Associate Librarian
Library Staff
Student Council Administration
All Security personnel
All custodians
Housekeepers who work in the Library or King Centre
Director of Physical Plant
Maintenance Coordinator
Building Services Technician
Building Maintenance Assistant
All Switchboard Personnel

4.2 Incident Manager

The individual who is available to take the role of Incident Manager will change depending on the time of day and availability.

In the event of a fire in the Cardinal Carter Library/King Centre the role of Incident Manager will be taken in the following order:

Director of Physical Plant (Daytime)
Security Guard

The Incident Manager shall:

- Read and understand the approved Fire Safety plan.
- Be in charge of implementing the approved Fire Safety Plan.
- Know where appropriate fire exit routes are located.
- Participate in at least one fire drill every year.
- Know the audible fire alarms.

- Regularly check the building for hazards and problems with fire safety equipment. These are to be reported immediately to the Director of Physical Plant.
- During an evacuation will direct the activities of Supervisory staff as outlined in section 4.3 below.
- During an evacuation will act as first point of contact for the City of London Fire Department, UWO Police, City of London Police or other agencies.
- Will only silence the alarm in consultation with the Fire Department.

4.3 Responsibilities of Supervisory Staff in Fire Safety.

The primary role of supervisory staff during a fire or building evacuation is to assist building occupants in safely leaving the building and assembling at the designated location.

Unless they have been specifically trained, Supervisory Staff are not to take part in firefighting activities

Any fire alarm in the Cardinal Carter Library/King Centre will also sound the alarm in the Wemple building and activate the fire pager, this will alert either Security or Reception. The individual hearing the alarm will immediately check the panel to establish the source of the alarm and check that CCPS have received the alarm. This person will then notify the Incident Manager who will immediately proceed to the Library. Security or Reception will notify other Physical Plant personnel by radio of the nature and location of the incident. The alarm may not be silenced until authorized to do so by the Incident Manager.

Actions to be taken by Supervisory Staff under the direction of the Incident Manager are:

- Report to the Incident Manager at the building.
- The Incident Manager will designate an individual to go to the cross walk on Epworth Avenue to direct the City of London Fire Department to the building. The three bollards must be removed.
- Assist the building occupants to evacuate the building.
- The Incident Manager will inform CCPS of the nature of the incident and what level of assistance may be required.
- Keep people away from the building.
- Make sure the fire route to the building is clear.
- Keep people away from any firefighting activities or equipment.
- Move those evacuated from the building to the meeting point. The meeting points for the library are the West end of parking lot P3 or in lot P4.
- Assist the Incident Manager in doing a head count of those evacuated from the building. Report any missing or unaccounted persons to the Incident Manager.
- Following a head count at the meeting point, move those evacuated indoors to a safe location, such as Labatt Hall.
- Call for first aid assistance for those in need.

- Ensure that no one re-enters the building until the City of London Fire Department have said it is safe to do so.

4.4 General Fire Procedures for all Staff

Any staff members in the building at the time of the alarm should evacuate immediately and proceed to the meeting area. The meeting areas for the Library/King Centre are parking lots P3 and P4.

Any staff members in other buildings should remain where they are unless specifically requested to provide assistance.

Any staff members who are trained in first aid should report to the Incident Manager at the meeting point and provide first aid as required.

4.5 Calling the City of London Fire Department

As mentioned in section 4.3 an alarm from any building on the King's Campus will announce on the fire panel in the Wemple building and will automatically call CCPS. CCPS will call the City of London Fire Department.

4.6 Documentation

All fire alarms and fire alarm tests must be documented even if the alarm proves to be false.

It is the responsibility of security, or in their absence, Switchboard Personnel to ensure that the fire alarm log (see Appendix IV) is completely filled out.

Once the Fire Alarm Log has been completed, Reception will pass it to the Director of Physical Plant for signature.

Completed Fire Alarm Logs will be kept in a binder at the Switchboard.

SECTION 5

CONTROL OF FIRE HAZARDS

The building will be checked daily for fire hazards. These checks will be conducted by the Supervisory Staff listed in Section 4.1.

It is the responsibility of all building occupants to promptly report fire safety problems and hazards.

The following fire hazards will be checked

- Housekeeping standard at a high level of cleanliness.
- Combustible material to be stored in appropriate areas. e.g. Sprinklered storage rooms.
- Fire doors not propped open.
- Defective electrical wiring and appliances.
- Clothes dryer lint traps clean.
- This is a non-smoking building and will be strictly enforced.
- Exhaust hoods clean.
- Fire exits and escape routes unobstructed.
- Fire safety equipment accessible and unobstructed.

SECTION 6

EMERGENCY PROCEDURES FOR OCCUPANTS

Emergency Procedures For Occupants

Emergency procedures signage will be affixed to the wall at all fire alarm pull stations and at all elevators.

It is mandatory to evacuate the building whenever the fire alarm (continuous bell) sounds. Do not use elevators.

Upon discovery of a fire:

- Leave the fire area immediately and close all doors.
- Activate the fire alarm at the nearest manual pull station.
- Call Fire Department 911.
- Leave the building via the nearest exit.
- Do not use elevator.

Upon hearing the fire alarm:

- Leave the building via the nearest exit.
- Close all doors behind you.
- Do not use elevator.

It is important that you remain calm during an evacuation. If you encounter smoke use an alternate exit.

SECTION 7

FIRE EXTINGUISHMENT, CONTROL OR CONFINEMENT

7.1 Fire Extinguishment, Control or Confinement

In the event a small fire cannot be extinguished with the use of a portable fire extinguisher or the smoke presents a hazard for the operator, the door to the area should be closed to confine and contain the fire. Leave the fire area. Ensure that the Fire Alarm System has been activated and that the London Fire Department has been notified prior to an attempt to extinguish the fire. Only those persons who are trained and familiar with extinguisher operation may attempt to fight the fire.

7.2 Suggested Operation of Portable Fire Extinguishers

Remember the acronym P.A.S.S.

P - Pull the safety pin

A - Aim the nozzle

S - Squeeze the trigger handle

S - Sweep from side to side (watch for fire restarting)

Never re-hang extinguishers after use. Ensure they are properly recharged by a person that is qualified to service portable fire extinguishers and that a replacement extinguisher is provided.

Keep extinguishers in a visible area without obstructions around them.

SECTION 8

MAINTENANCE OF FIRE PROTECTION EQUIPMENT

8.1 Fire Safety Systems and Equipment

General

Responsibility

Doors in fire separations shall be checked as frequently as necessary to ensure that they remain closed.	Security
Exit signs shall be clearly visible and maintained in a clean and legible condition.	Security
Internally illuminated exit signs shall be kept clearly illuminated at all times, when the building is occupied.	Security

Monthly

Doors in fire separations shall be inspected monthly for proper operation.	Security
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Yearly

Fire dampers and fire-stop flaps shall be inspected annually, or based on a schedule via contractor acceptable to the Chief Fire Official.	Maintenance
Every chimney, flue and flue pipe shall be inspected annually and cleaned as often as necessary to keep them free from accumulations of combustible deposits.	Maintenance
Disconnect switches for mechanical air-conditioning and ventilating systems shall be inspected annually to establish that the system can be shut down.	Maintenance

Portable Fire Extinguishers

General

Responsibility

Each portable extinguisher shall have a tag securely attached to it showing the maintenance or recharge date, the servicing agency and the signature of the person who performed the service.	Contractor
A permanent record containing the maintenance date, the examiner's name and a description of any work or hydrostatic testing carried out shall be prepared and maintained for each portable extinguisher.	Maintenance
All extinguishers shall be recharged after use or as indicated by an inspection or when performing maintenance. When recharging is performed, the recommendations of the manufacturer shall be followed.	Contractor

Monthly

Portable extinguishers shall be inspected monthly.	Maintenance
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Yearly

Extinguishers shall be subject to maintenance not more than one year apart or when specifically indicated by an inspection.	Contractor
Maintenance procedures shall include a thorough examination of the three basic elements of an extinguisher: a) mechanical parts b) extinguishing agent c) expelling means	Contractor

5 Years

Responsibility

Every five years, pressurized water and carbon dioxide fire extinguishers shall be hydrostatically tested .	Contractor
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6 Years

Every six years, stored pressure extinguishers that require a 12 year hydrostatic test shall be emptied and subjected to the applicable maintenance procedures.	Contractor
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Fire Alarm

General

Fire alarm and voice communication system components shall be kept unobstructed.	Security
Fire alarm shall be kept unobstructed.	Security
Fire alarm system power supply disconnect switches shall be locked on in an approved manner.	Security

Daily

<p>The following daily checks shall be conducted if a fault is established, appropriate corrective action shall be taken.</p> <p>a) Check the principle and remote trouble lights for trouble indication;</p> <p>b) Inspection of the AC power-on light shall be done to ensure its normal operation.</p>	Maintenance
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Monthly

Responsibility

<p>Every month the following tests shall be conducted under battery back up power and if a fault is established, appropriate corrective action shall be taken:</p> <ul style="list-style-type: none"> a) one manual fire alarm initiating device shall be operated, on a rotating basis, and shall initiate an alarm condition; b) function of all signal devices shall be ensured; c) the annunciator panel shall be checked to ensure correct annunciation; d) intended function of the audible and visual trouble signals shall be ensured; e) fire alarm batteries shall be checked to ensure that: <ul style="list-style-type: none"> i) terminals are clean and lubricated where necessary; ii) terminal clamps are clean and tight; iii) electrolyte level and specific gravity, where applicable, meet manufacturer's specifications. 	<p>Maintenance</p>
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Yearly

<p>Yearly tests conducted by a certified alarm contractor as required by The Ontario Fire Code, Section 1.1.5.3. Tests shall be in conformance with CAN/ULC S536, "Inspection and Testing of Fire Alarm Systems".</p>	<p>Contractor</p>
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Standpipe Systems

Monthly

Responsibility

Hose cabinets shall be inspected monthly to ensure that the hose and equipment are in the proper position and appear to be operable.	Maintenance
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Yearly

Plugs or caps on Fire Department connections shall be removed annually and the threads inspected for wear, rust or obstruction. Re-secure plugs or caps, wrench tight.	Maintenance
If plugs or caps are missing, examine the Fire Department connections for obstructions, back flush if necessary, and replace plugs or caps.	Maintenance
Hose valves shall be inspected annually to ensure that they are tight and that there is no water leakage into the hose.	Maintenance
Standpipe hose shall be removed and re-racked annually and after use. Any worn gaskets in the couplings, at the hose valve and at the nozzle shall be replaced.	Maintenance

Emergency Lighting System

Daily

Responsibility

Check lights for indication of proper operation.	Maintenance
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Monthly

Batteries shall be inspected monthly and maintained as per manufacturer's specifications.	Maintenance
Ensure that battery surface is clean and dry.	Maintenance
Ensure that terminal connections are clean, free of corrosion and lubricated.	Maintenance
Ensure that the terminal clamps are clean and tight as per manufacturer's specifications.	Maintenance
Emergency lighting equipment shall be tested monthly to ensure that the emergency lighting will function upon failure of the primary power supply.	Maintenance

Yearly

Emergency lighting equipment shall be tested annually to ensure that the units will provide emergency lighting for a duration equal to the design criteria under simulated power failure conditions.	Contractor
After completion, the charging conditions for voltage and current and the recovery period will be tested annually to ensure that the charging system is in accordance with the manufacturer's specifications.	Contractor

8.2 Alternate Measures for Temporary Shutdown of Fire Protection Equipment or System.

Occasionally Fire Protection Systems or Equipment must be shut down or is not operational. Alternative measures may also be requested by the Fire Department. In this event the following steps are to be taken:

- Notify the Director of Physical Plant of the impairment.
- The Director of Physical Plant is responsible for advising building occupants of the impairment.
- The Director of Physical Plant is responsible for arranging alternative measures. These will usually include a Fire Watch. The Fire Watch will be situated in the building and will have a means of alerting occupants of a problem and also a means of communicating to summon help.
- Where the impairment involves an unoccupied building the Fire Watch may be limited to an hourly inspection.
- Notify the fire department
- Once the system is fully operational the Director of Physical Plant is to be notified and advise fire department

8.3 Duties of a Fire Watch

- Notify building occupants of the impairment.
- Notify building occupants of the alternative warning and notification system e.g. use of bull horn and siren.
- Inspect all vacant rooms in the building at least once every hour. It is not necessary to inspect occupied rooms but the occupants must be instructed how to report a problem.
- The Fire Watch must receive instruction on their duties under this plan.
- The Fire Watch will keep a log of actions taken and rooms inspected.

SECTION 9

FIRE DRILLS AND TRAINING

9.1 Fire Drills

A fire drill and evacuation will be conducted annually to train Supervisory staff in their responsibilities. All fire drills are documented and kept in W055.

9.2 Training

The Director of Physical Plant will arrange for training of all Custodians and Housekeepers on their duties under the Fire Safety Plan. This training will take place annually and will be documented.

The Stinson Security Supervisor will train all Security Staff on their duties under the Fire Safety Plan. This training will take place annually and will be documented.

The Maintenance Coordinator or the Building Services Technician will take part in all training sessions. In particular they will assist in training other Supervisory Staff on the components of the Fire Safety System and on the method of resetting the system after an alarm.



FIRE ALARM LOG

MONTH: _____ DAY: _____ YEAR: _____ TIME: _____

ON DUTY RECEPTIONIS/SECURITY GUARD: _____

FIRE DEPT CALLED: YES NO BY WHOM: _____

BUILDING LOCATION: _____

SPECIFIC LOCATION: _____

ACTUAL FIRE FALSE ALARM

CAUSE OF ALARM _____

- Evacuation Completed Successfully
- List Physical Plant Employees Responding to the Alarm

- Problems Encountered – YES NO If yes, list below:

Alarm Reset by: _____ Authorized By: _____

If not, list actions taken below: _____

Additional Comments:

Report Filed By: (Print Name)

Signature

Director of Physical Plant (Print Name)

Signature

SECTION 10

OCCUPANTS REQUIRING ASSISTANCE

10.1 Guidelines for Evacuation of Wheelchair/Scooter Users and Persons with Mobility Disabilities

- If at ground level, exit on wheelchair ramp or down steps with assistance.
- If unable to reach ground level, go to one of the classrooms (KC005, KC006, KC007, the Fitness Centre or KUCSC Offices) and use the telephone to call 911.
- **DO NOT USE ELEVATORS**
- If the person you are assisting is unable to speak clearly, look for a sign on the chair with printed instructions

10.2 Guidelines for Evacuation of Persons who are Blind/Low Vision

- Identify yourself
- Describe the emergency and ask if help is needed and how it can be provided.
- Let the person take YOUR elbow. Describe your surroundings, give directions clearly and accurately. Alert him/her to upcoming stairs or other obstacles.
- Guide dogs are the responsibilities of their owners. Do not distract the dog, it is working.

10.3 Guidelines for Assisting Persons who are Deaf or Hard of Hearing

- Alert the person(s) that an emergency exists by using notes or hand gestures. Note: Lip-reading is a skill that some persons who are Deaf or Hard of Hearing have difficulty mastering. Consequently, utilizing this form of communication during an emergency may prove problematic, especially if the hearing person has an accent, facial hair, or the lighting is poor.

10.4 Guidelines for Assisting Persons with Asthma

- If there is smoke, encourage the person to crawl and if possible have them cover their mouth with a damp cloth.

10.5 Guidelines for Assisting Persons with Epilepsy

- Some persons with epilepsy report that loud and startling noise such as a fire alarm may trigger a seizure. In the event the person has a seizure keep them safe from further harm and do not force anything in their mouth.

10.6 Guidelines for Assisting Persons with a Developmental Disability

- It is essential that staff and faculty working with a person with a Developmental disability remain composed during an emergency. Calmly explain what is happening in clear terms and guide the person to a safe exit

10.7 The Responsibility of the Person Requiring Assistance

In an emergency situation, it is critical that you are clear about your needs during an evacuation and that these needs have been conveyed to your instructors, other staff, Human Resources (if you are a staff or faculty member). As well during weekends and after hours, you should notify security of your location. If you need assistance in an emergency call 911 on one of the classroom telephones.

10.8 Pre-Emergency Preparation for Persons Requiring Assistance

- Be familiar with the buildings, exits, and location of telephones.
- Speak to instructors and other staff about your evacuation needs
- Know the safest method of assistance you may require
- Should you have communication difficulties and if you use a wheelchair or scooter, place a sign on your chair with instructions
- Carry a cell phone, loud whistle or similar device you can operate. (Note: Due to the structure of the buildings, some cell phones do not work in some locations of the building). Know the Security phone number (519 521-6215) in the event you need to alert people of your location if you become trapped. In a life-threatening situation, if you have any problems contacting Security, call 911 and advise them of the situation and your exact location
- While attending class, position yourself near a doorway for easier exit. Do not block the doorway.

10.9 Instructions to transport persons requiring assistance to evacuate via stairwells (If required)

Under normal circumstances, persons who require assistance should be evacuated via ramp or left beside the designated evacuation points under the supervision of a staff member until such time as the Fire Department can effect a rescue. But under some circumstances, it may be life threatening for that person to remain on the floor awaiting Fire Department rescue. Evacuation may be to another area of refuge. Under these circumstances, the person requiring assistance must be transported via the stairs to the exterior. The following are examples of some techniques that may be used to transport a person via stairwells where ramps are inaccessible.

Do not attempt to take an electrically powered chair up or down stairs. There are Emergency Transport Chairs located at the recreation centre 1st level, campus police and at the theatre should the need arise.

Only persons professionally and regularly trained in these lifting techniques should attempt to evacuate persons requiring assistance.

THE BACK LIFT

The rescuer would kneel at the front of the person and place the person's arm up and over the rescuer's shoulder and across his/her chest. The rescuer would then lean forward before rising slowly, to a full standing position.



INSTRUCTIONS TO TRANSPORT PERSONS REQUIRING Assistance to evacuate via stairwells (If required) TWO RESCUER SEAT CARRY

The rescuers position themselves next to the wheelchair (or beside the person) in order to grasp each other's upper arm or shoulder as per illustration #2. The person being assisted would place his/her arms firmly around both rescuer's necks as per illustration #3. The two rescuers would then lean forward placing the free arm under the individual's legs, firmly grasping each other's wrists as per illustrations #4 and #5. Working together, both rescuers lift, using legs, then carefully stepping forward.



ILLUSTRATION #2



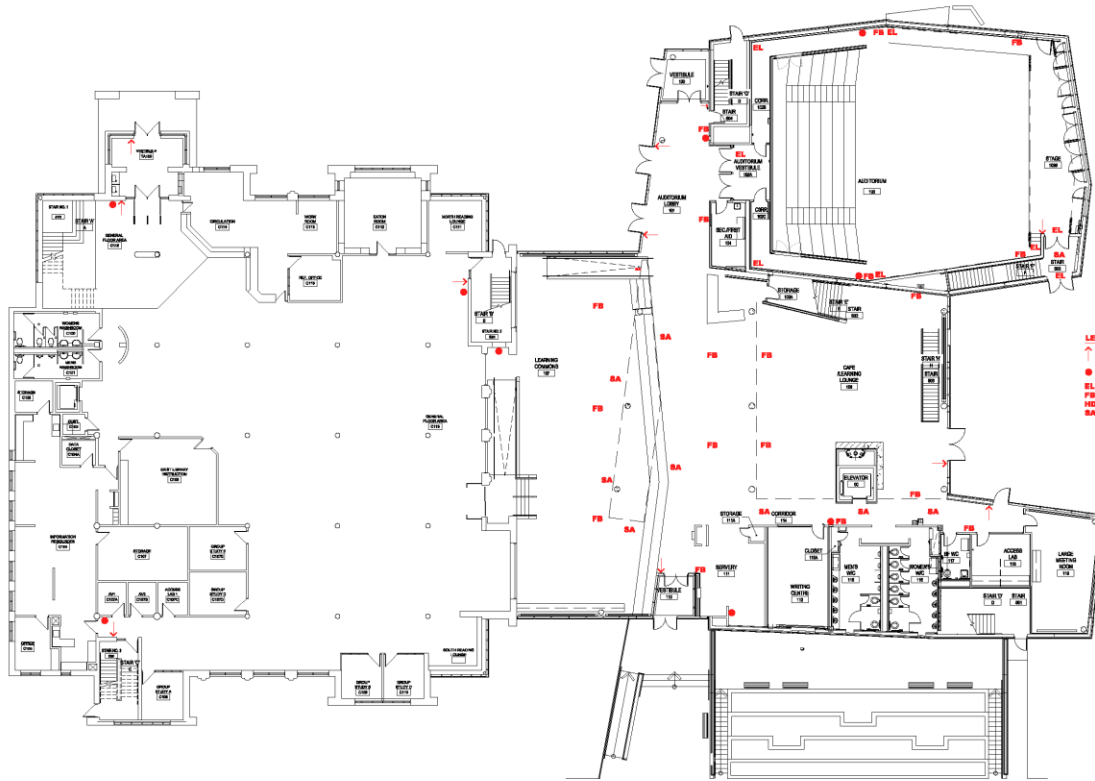
ILLUSTRATION #3



ILLUSTRATION #4



ILLUSTRATION #5



- LEGEND**
- ↑ DENOTES PULL STATION
 - DENOTES FIRE EXTINGUISHER
 - DENOTES EMERGENCY LIGHTING
 - ◆ DENOTES FIRE BELL (HORN / VISUAL STROBE)
 - DENOTES HEAT DETECTOR
 - DENOTES SMOKE ALARM (DETECTOR)

LIBRARY - LEVEL ONE

KING CENTRE - LEVEL ONE



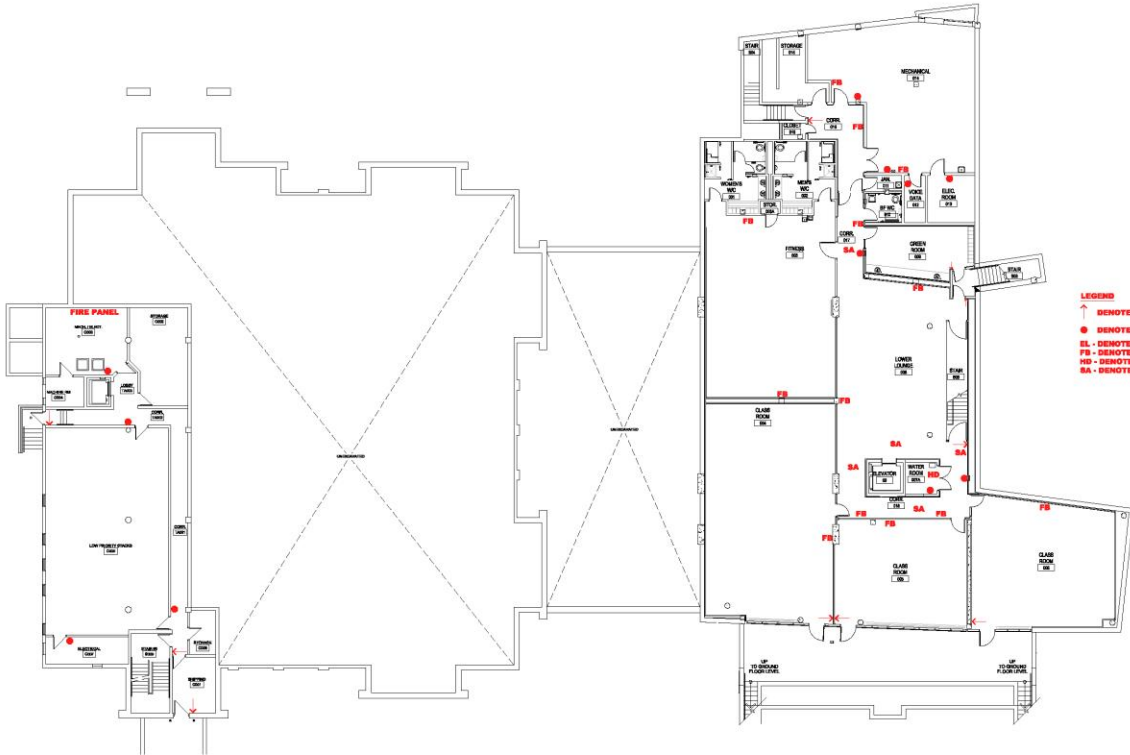


- LEGEND**
- ↑ DENOTES PULL STATION
 - DENOTES FIRE EXTINGUISHER
 - EL DENOTES EMERGENCY LIGHTING
 - FB DENOTES FIRE BELL (HORN / VISUAL STROBE)
 - HD DENOTES HEAT DETECTOR
 - SA DENOTES SMOKE ALARM (DETECTOR)

LIBRARY - LEVEL TWO

KING CENTRE - LEVEL TWO





- LEGEND**
- ↑ DENOTES FIRE PULL STATION
 - DENOTES FIRE EXTINGUISHER
 - EL - DENOTES EMERGENCY LIGHTING
 - FB - DENOTES FIRE BELL (HORN / VISUAL STROBE)
 - HD - DENOTES HEAT DETECTOR
 - SA - DENOTES SMOKE ALARM (DETECTOR)

LIBRARY - LOWER LEVEL

KING CENTRE - LOWER LEVEL



