



Fire Safety Plan

St. Thomas Aquinas (Building # 34) Site and Building Plans (see Section 12)

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

Tel: 519-433-3491

Building Address: 370 Huron Street, London, Ontario, N6A 2K4

Emergency Contact Numbers:

Fire Department	911
UWO Police	519-661-3300
Monitoring Company	1-877-263-2627
Operations Manager - ICEAP	519-649-6833
King's Security – Garda	519-521-6215
Director of Physical Plant	519-709-4755

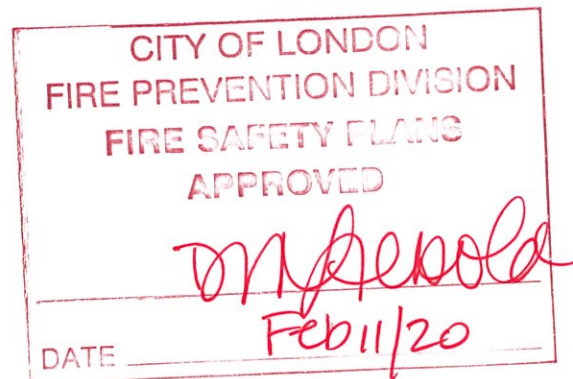


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SECTION 1

INTRODUCTION

This Fire Safety Plan is for the London Campus of ICEAP, the St. Thomas Aquinas Building at 370 Huron Street, London, Ontario, N6A 2K4.

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 213/07, 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.

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 St. Thomas Aquinas.

A copy of the Plan will be kept by the Operations Manager of the ICEAP London Campus.

A copy of the Plan will be kept at the Main Campus of ICEAP in Toronto.

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 Operations Manager of the ICEAP London Campus with approval by the Director of Physical Plant at King's University College.

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 Operations Manager of the ICEAP London Campus.

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
SLC	Student Life Centre (King Centre)
BH	Broughdale Hall
STA	St. Thomas Aquinas

Titles

R.A.	Residence Assistant
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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 Implementation of the Fire Safety Plan

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.

3.2 Fire Department Access and Staging Areas

Main access to (370 Huron Street) the STA is from Colborne Street at Huron Street through parking lot P7/P8.

3.3 General Building Characteristics

The St. Thomas Aquinas is a four story building constructed in 1930. The top two floors are a residence for the students of ICEAP. The first two floors are a combination of classrooms, offices, cafeteria, housekeeping and a heating/cooling system.

3.4 Human Resources

The maximum number of students in residence during a term is 37. Supervision of student activities is by a Residence Assistant who lives in the Residence.

King's Physical Plant Staff perform housekeeping and maintenance duties in the St. Thomas Aquinas throughout the week. These staff members will be organized as detailed below in Section 4.

3.5 Fire Alarm System Description

St. Thomas Aquinas has its own Fire Panel, FX2000 Mircom. The fire panel is located at the front door entrance way of the STA Building. An Annunciator Panel is located just inside the front entrance.

The St. Thomas Aquinas 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.

3.6 Suppression

There are no sprinkler systems in the building. ABC fire extinguishers are mounted throughout the building.

The closest fire hydrant is located on the East side of Colborne Street at Huron Avenue.

3.7 Shut-off Locations

Natural Gas There is one natural gas feed. The shut-off valve is on the North East exterior corner of St. Thomas Aquinas.

City Water The water shut off is located in the Basement Conference Room 010, at the North West corner of the building.

Electrical Power The electrical shut off are in the Basement Boiler/Mechanical Room 001, in the North East Corner of the Building.

3.8 Elevators

There are no elevators in the building.

3.9 Emergency power and lighting

Emergency lighting is provided throughout the building and covers all corridors, stairwells and exits.

3.10 Chemical storage, MSDS and Compressed Gases

Small quantities of cleaning compounds may be present in the Janitorial areas. MSDS sheets for all chemicals used at St. Thomas Aquinas are available in the boiler room, 001.

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 St. Thomas Aquinas:

Operations Manager - occupant
Teachers - occupants
Residence Assistant - occupant
All Security Personnel
Maintenance Manager
Director of Physical Plant

4.2 Incident Manager

The Building Residence is in use seven days per week and 24 hours per day; therefore, the individual who is available to take the role of incident manager will change.

In the event of a fire in the St. Thomas Aquinas Building, the role of Incident Manager will be taken in the following order:

Operations Manager
Resident Assistant
Security Guard
Director of Physical Plant

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.

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 corner of Colborne Street and Huron Avenue to direct the City of London Fire Department to the building.
- Assist the building occupants to evacuate the building.
- The Incident Manager will contact or designate an individual to contact CCPS at 519-661-3300. They will inform Campus Police 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 point is in parking Lot P7 to the north of St. Thomas Aquinas.
- 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 the Student Life Centre.
- 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 area for STA is in the north parking lot, P7, by the reserved parking signs. 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

The Monitoring Company will contact the Fire Department and CCPS and King's security.

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 King's Switchboard Personnel to ensure that the fire alarm log (see Section 11) 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

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.

Upon hearing the fire alarm:

- Leave the building via the nearest exit.
- Close all doors behind you.

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

Proper maintenance of Fire Safety System and Equipment is the responsibility of the Maintenance Coordinator who also documents these inspections.

Fire Safety Systems and Equipment will be checked and maintained as follows:

General

Responsibility

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

Monthly

Doors in fire separations shall be inspected monthly for proper operation.	Maintenance
Emergency generators are to be checked monthly. * There are no emergency generators at St.Thomas Aquinas.	N/A

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.	Contractor
Disconnect switches for mechanical air-conditioning and ventilating systems shall be inspected annually to establish that the system can be shut down.	Contractor

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.	Maintenance
Fire alarm shall be kept unobstructed.	Maintenance
Fire alarm system power supply disconnect switches shall be locked on in an approved manner.	Maintenance

Daily

The following daily checks shall be conducted if a fault is established, appropriate corrective action shall be taken. a) Check the principle and remote trouble lights for trouble indication; b) Inspection of the AC power-on light shall be done to ensure its normal operation.	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" to include annunciator, smoke/heat detectors, manual pull stations and all other wiring and components of the Fire Alarm System.</p>	<p>Contractor</p>
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Standpipe Systems

* There is no sprinkler system in St. Thomas Aquinas.

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.	N/A
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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.	N/A
If plugs or caps are missing, examine the Fire Department connections for obstructions, back flush if necessary, and replace plugs or caps.	N/A
Hose valves shall be inspected annually to ensure that they are tight and that there is no water leakage into the hose.	N/A
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.	N/A

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

Smoke and Carbon Monoxide Alarms

General

Responsibility

<p>Smoke alarms and CO alarms shall be checked at the following times:</p> <ol style="list-style-type: none"> a. Annually; b. After a change of tenancy in rental units; c. Following installation of a new battery for battery-operated smoke alarms or CO alarms; and d. Following electrical renovations or servicing when smoke alarms or CO alarms are AC powered to ensure that the alarm circuit has not been disconnected. 	<p>Maintenance</p>
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Weekly

<p>Smoke alarms and CO alarms should be tested by pressing the test button located on the alarms or through another test method as may be prescribed by the manufacturer. The alarm signal should sound during this test. If provided with a visual signalling component (i.e. strobe), the visual signal should also activate during the test. If interconnected alarms are installed, all alarms should sound simultaneously when any one of the alarms is tested.</p>	<p>Maintenance</p>
<p>Smoke alarms and CO alarms should be visually checked to ensure the alarms are securely fastened to the ceiling, wall (or receptacle for CO alarms only).</p>	<p>Maintenance</p>
<p>Smoke alarms and CO alarms should be visually checked to ensure the alarms are not obstructed/installed in a manner that would prevent smoke or CO from reaching or entering the alarm (i.e. the ventilation openings of the alarm are clean and unobstructed, any ceiling fans are distant enough to prevent air flow from reaching the alarm, etc.).</p>	<p>Maintenance</p>

Yearly

<p>Check to ensure that the battery is of the type recommended by the manufacturer. Alarms identified by the manufacturer as requiring alkaline batteries should have only alkaline batteries installed, otherwise the alarms may fail to operate. Rechargeable batteries should not be used in alarms unless the manufacturer has specifically recommended such use.</p>	Maintenance
<p>Smoke alarms and CO alarms should be checked to ensure that battery terminals have not corroded and batteries have not leaked. Where batteries show evidence of leakage or corrosion, the alarms should be replaced.</p>	Maintenance
<p>Clean the exterior of the smoke alarm or CO alarm with a household vacuum cleaner using the brush attachment or with compressed air. If specifically recommended by the manufacturer, open the cover and gently vacuum the circuit board.</p>	Maintenance
<p>CAUTION: For smoke alarms and CO alarms that are AC powered, some manufacturers specify that the power supply to the alarm circuit be disconnected (normally a separate breaker or fuse at the main panel) before vacuuming. AC powered smoke alarms should only be vacuumed externally and no attempt should be made to open the case. Be sure to follow the manufacturer's instructions at all times. Remember to restore the power supply when the cleaning is completed.</p>	Maintenance
<p>Do a visual check to ensure that the smoke alarm and CO alarm is securely fastened to the ceiling, wall (or receptacle for CO alarms only).</p>	Maintenance

Smoke Alarm and CO Alarm Replacement

<p>Smoke alarms and CO alarms will be replaced within the time frame indicated in the manufacturer's instructions, as per requirements of the OFC.</p>	Maintenance
<p>Additionally, smoke and/or CO alarms should be replaced if:</p> <p>The alarm does not sound (or produce a visual signal if applicable) when tested (after it is confirmed that the battery is fully charged and/or the AC power supply is connected);</p> <p>The exterior of the alarm is physically damaged;</p> <p>The exterior of the alarm is painted;</p> <p>The alarm is covered with smoke stains, heavy grease or dirt accumulations;</p> <p>The alarm causes frequent false alarms that are not the result of cooking or steam; or</p> <p>Alarm batteries show evidence of leakage or corrosion.</p>	Maintenance

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 Residence Assistant and the Operation Manager of the impairment.
- The Residence Assistant is responsible for advising building occupants of the impairment.
- The Operations Manager 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 Residence Assistant and the Operations Manager are 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

The Operations Manager will arrange an annual fire drill and evacuation to take place early in the school year. This will usually be conducted in September while most residents are present. All fire drills are documented and kept in **W055**.

9.2 Training

The Operations Manager will arrange for training of all staff on their duties under the Fire Safety Plan. This training will take place annually and will be documented.

The 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.

King's Maintenance 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.

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). In a life-threatening situation, 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)

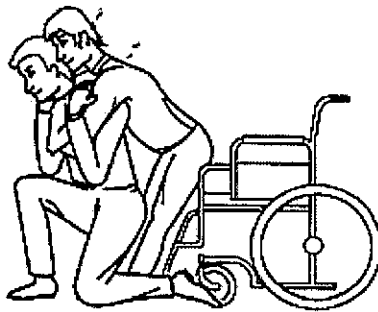
Under normal circumstances, persons who require assistance should be evacuated via ramp or left beside the designated evacuation points under the supervision of a staff member until such time as the Fire Department can effect a rescue. But under some circumstances, it may be life threatening for that 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.

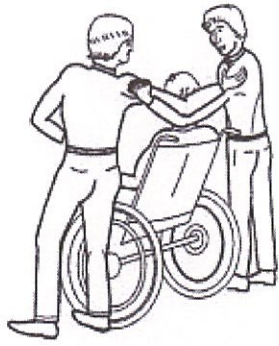


ILLUSTRATION #2



ILLUSTRATION #3



ILLUSTRATION #4

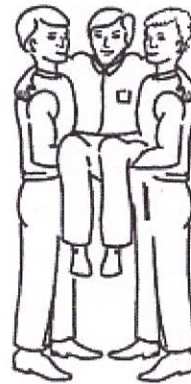
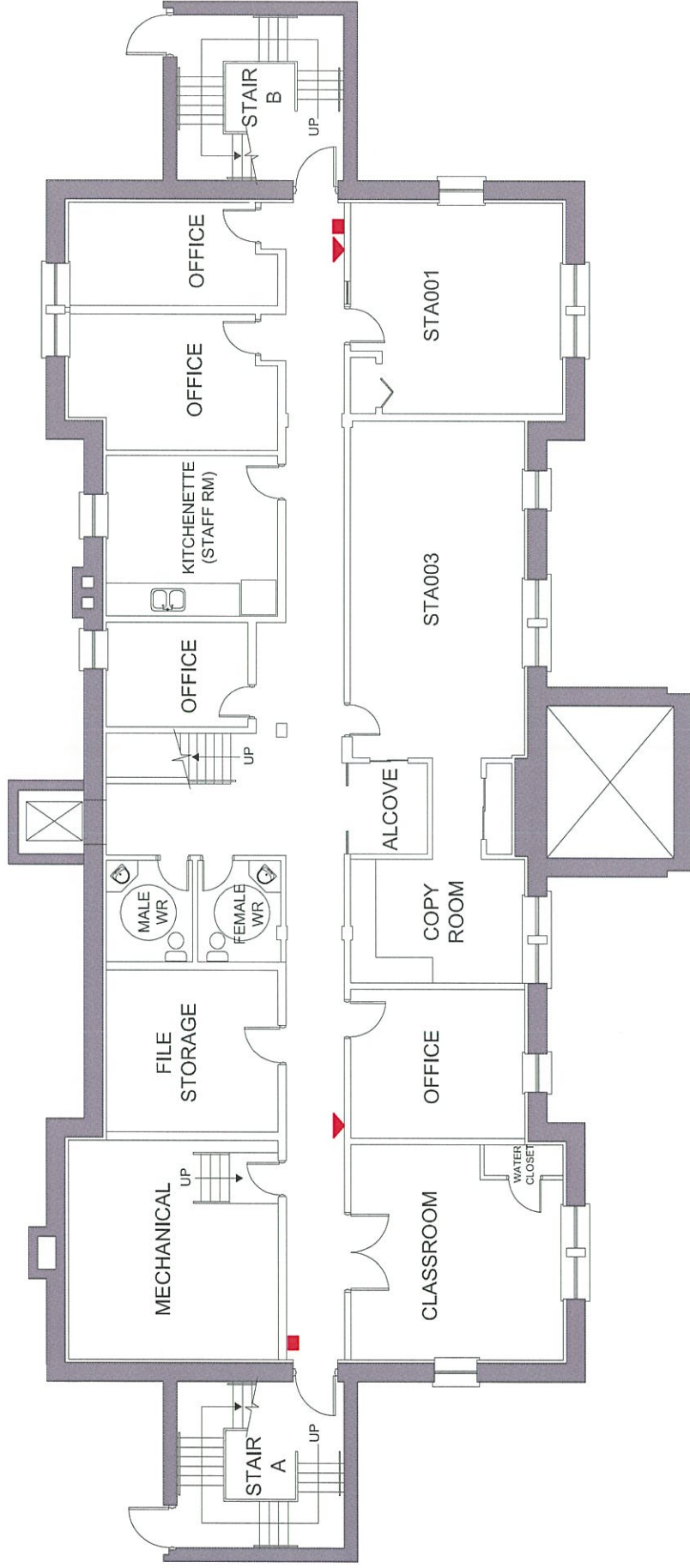


ILLUSTRATION #5

ST THOMAS AQUINAS HOUSE BASEMENT LEVEL

Drawing No. STAH-0



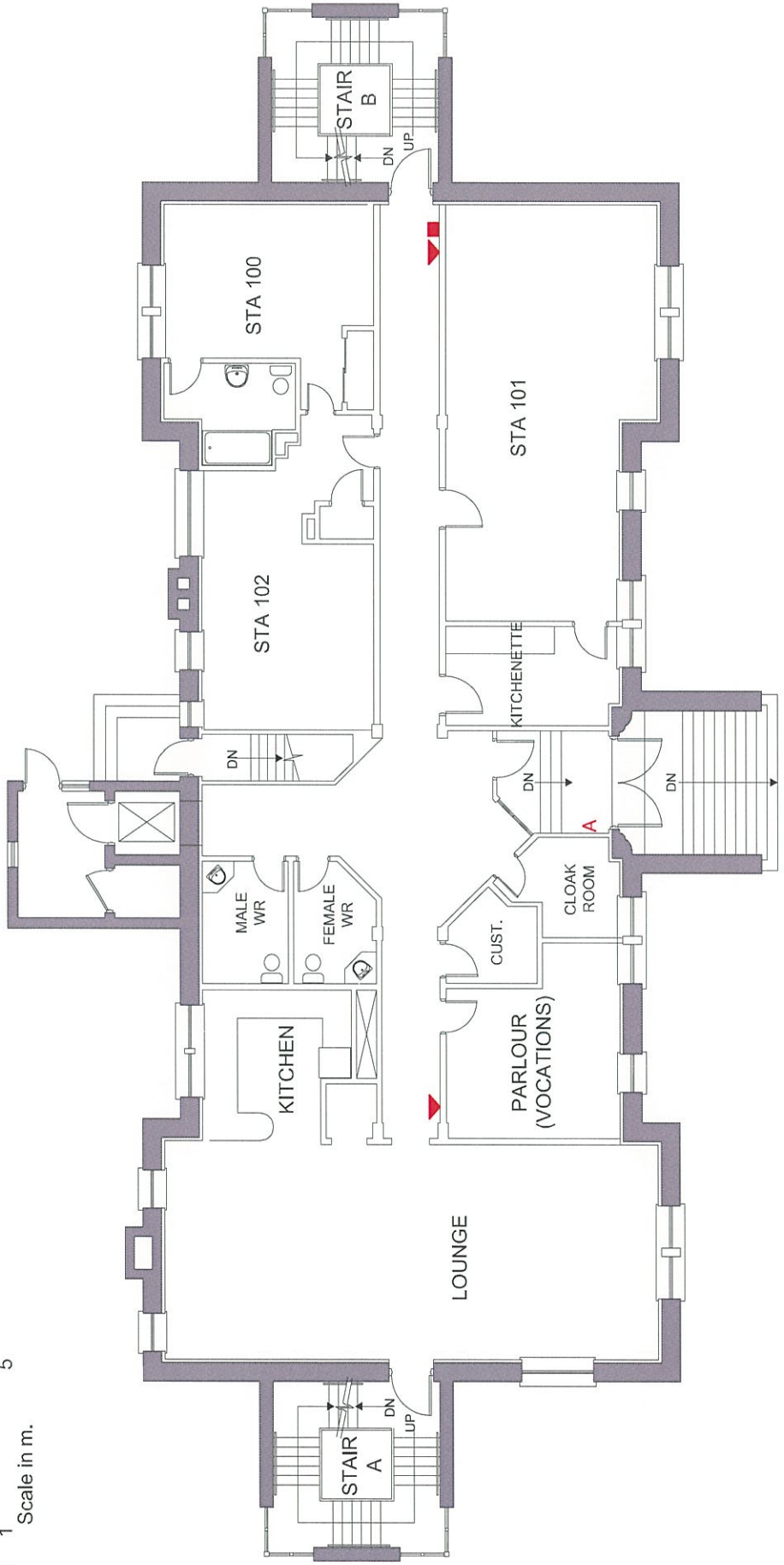
LEGEND

- FIRE EXTINGUISHER
- FIRE PULL STATION
- ANNUNCIATOR PANEL



ST THOMAS AQUINAS HOUSE FIRST LEVEL

Drawing No. STAH-1

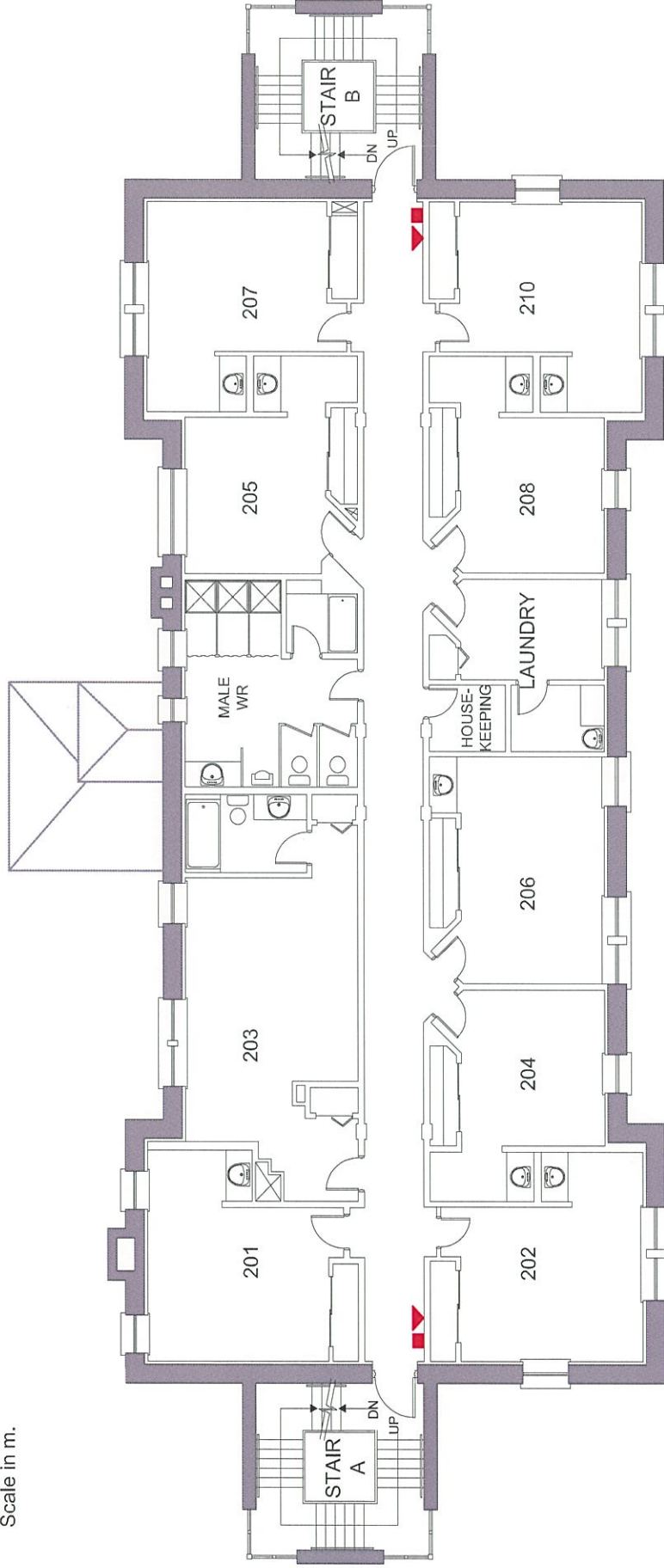


- LEGEND**
-  FIRE EXTINGUISHER
 -  FIRE PULL STATION
 -  ANNUNCIATOR PANEL



ST THOMAS AQUINAS HOUSE SECOND LEVEL

Drawing No. STAH-2



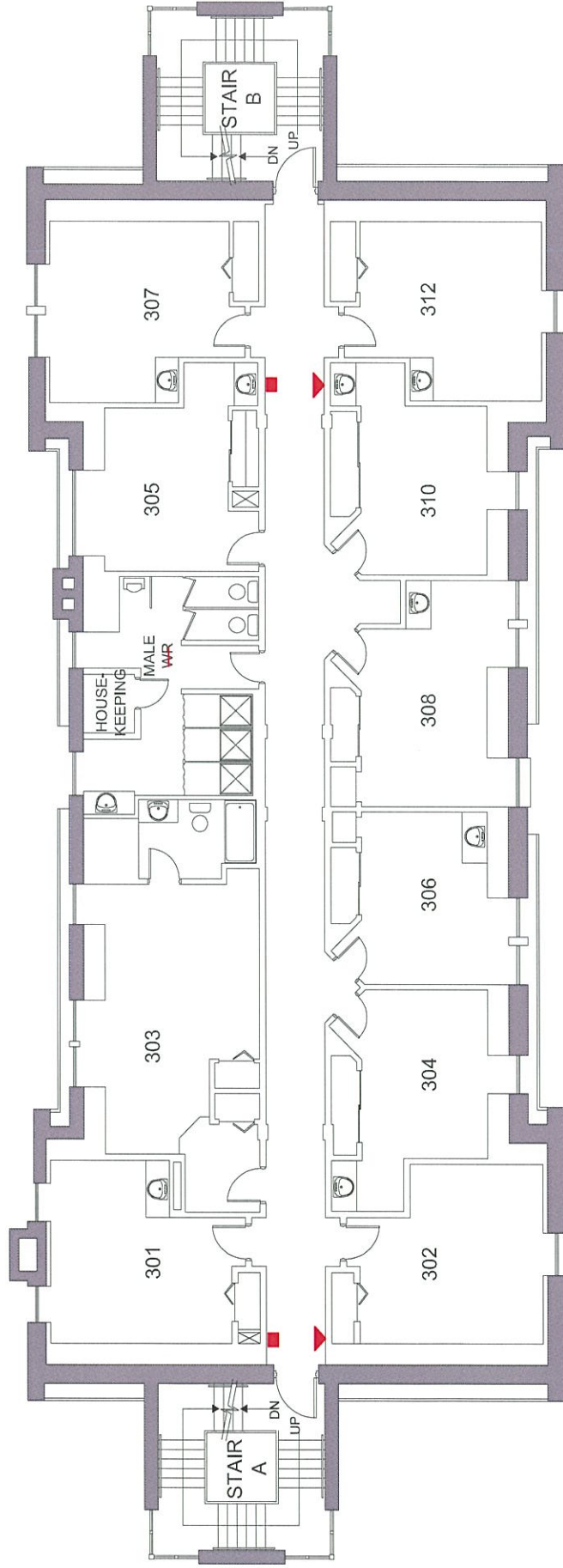
LEGEND

-  FIRE EXTINGUISHER
-  FIRE PULL STATION
-  ANNUNCIATOR PANEL



ST THOMAS AQUINAS HOUSE THIRD LEVEL

Drawing No. STAH-3



- LEGEND**
- FIRE EXTINGUISHER
 - FIRE PULL STATION
 - ANNUNCIATOR PANEL

