

HOW TO **RESPOND** TO A FIRE ALARM

NEW

All Durham College and UOIT buildings at the Oshawa and Whitby Campuses are equipped with two-stage fire alarm systems.

A Stage 1 alarm (alert signal) consists of a variable alert signal, resulting in 30 pulses per minute.

A Stage 2 alarm (evacuation signal) is a steady, continuous alert signal.

IN THE EVENT OF A STAGE 1 ALERT SIGNAL:

- Remain where you are and calmly prepare your personal belongings;
- Do not go to your locker;
- Be aware of where the nearest exit is from your location; and
- Await further instructions or for a change to a Stage 2 Evacuation Signal.

IN THE EVENT OF A STAGE 2 EVACUATION SIGNAL:

- Calmly proceed to the nearest safe exit;
- Follow direction from the fire wardens or security; and
- Leave the building and proceed to a gathering area.

DURING THE STAGE 1 ALERT SIGNAL, PERSONS IN WHEELCHAIRS OR WITH LIMITED MOBILITY SHOULD PROCEED TO THE NEAREST DESIGNATED SAFETY ZONE. DO NOT WAIT FOR THE STAGE 2 EVACUATION SIGNAL.

IF YOU HEAR A FIRE ALARM AND YOU ARE NOT AT THE GROUND FLOOR LEVEL:

- Do not use the elevators;
- Move towards one of the designated safety zones located across campus near stairwells;
- If you have an assistant, he or she must inform the fire warden, Campus Security (905.721.2000 ext. 2400) or the fire department of your location and stairwell number. If you are alone, please stay calm and remain in the designated safety zone until the arrival of an assigned fire warden, security employee or member of the fire department;

- Do not enter the stairwell unless there is fire or smoke near your location;
- Do not let anyone lift or carry you down the stairwell unless you are in immediate danger;
- If the Stage 1 alert signal stops, the alarm was false and you may resume your activities.
- Unimpeded persons may assist individuals in need by escorting them to one of the designated safety zones located across campus.

IF YOU DETECT A FIRE: **REACT**

Remove all occupants

Enclose the area you are leaving

Activate the fire alarm

Call Campus Security - ext. 2400

Take the stairs

- All occupants in the area are to calmly proceed to the nearest safe exit closing all doors behind them;
- Proceed to the nearest fire alarm pull station and activate the fire alarm system;
- Follow direction from the fire wardens;
- Call Campus Security at 905.721.2000 ext. 2400 and provide your name, location, location of the fire and any other information you feel may be relevant; and
- Leave the building and proceed to a gathering area.