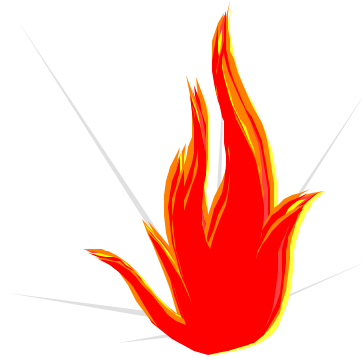


SAFETY PROCEDURES

(For all Campuses except the HP Centre)

Note: Separate fire safety procedures have been developed and distributed at the HP Centre because the alarm system there is a two-stage with voice announcement capability, so that evacuation is done on the second stage of the alarm. Generally speaking however, the EPO response, precautions, and procedures for Persons with Impairments are the same for all campuses.



Introduction

Safety and Security Services are committed to making your stay on campus as safe as possible. Our well-trained, professional staff is dedicated to working with you to ensure a high level of public safety.

To attain this goal, we have developed a comprehensive Fire Safety Plan to control and reduce the risk to life and property. We hope this brochure will heighten your awareness of college fire procedures and clarify your responsibility in responding to fire emergencies.

The Fire Alarm System

The fire alarm system can be activated by an automatic detector (smoke, heat or sprinkler) or by manual pull station, both of which will sound a continuous alarm. The main purpose of a fire alarm system is to notify building occupants and officials of a fire emergency. Building occupants are to evacuate immediately in a quick but orderly manner while the building officials investigate the cause of the alarm and coordinate a safe evacuation. The Fire Department and other required emergency services are also summoned to respond and assist with the emergency.

Areas of Rescue (AORs):

These are designated stairwell landings found on the Second and Third (Progress Campus) Floors, and are only for those needing evacuation assistance eg. people with mobility impairments. AORs are identified by signs posted at all such locations, and are also indicated on the Fire Safety Plans (maps) posted in the main corridors of Second and Third Floors.

Emergency Phones:

Wall mounted Emergency Phones have been installed at or near all Areas of Rescue (AORs) and at some isolated areas. These are yellow metal boxes with a button on the face. These can be used to report to Security any situation in which someone needs emergency assistance. Just press the button and talk. The system allows your location to be automatically identified by Security.

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Students & Visitors

- When the fire alarm sounds, follow the **General Fire Procedures** to evacuate the building.
- In order to ensure a safe evacuation, follow the instructions of the Emergency Preparedness Officers and other key staff ie. Faculty, Supervisors, Security.
- Do not re-enter the building until the Fire Department or Security gives permission to do so; the silencing of the alarm does not signify that it is safe to re-enter.

FAILURE TO COMPLY MAY RESULT IN CHARGES UNDER THE CRIMINAL CODE OR DISCIPLINARY ACTION UNDER CENTENNIAL COLLEGE'S DISPUTE RESOLUTION POLICY AND PROCEDURES, CODE OF CONDUCT.

Faculty

- At the beginning of each course, review the **General Fire Procedures** and evacuation routes with students.
- If you have students with mobility, visual or hearing impairments, acquaint yourself with their evacuation needs, and privately review with them, the evacuation procedures for People with Disabilities.
- In consultation with the student having a disability, attempt to prearrange evacuation assistance.
- Unless there is imminent danger, untrained people should avoid evacuating a person who cannot get out of their wheelchair. Have someone remain with them in a designated Area of Rescue (AOR) or other safe area, while you immediately report their location to an Emergency Preparedness Officer or Security by calling the HELPLINE (416) 439-4357 (This is a free call from any campus payphone), or Emergency Extension 2020 (College Phone), so that evacuation assistance can be arranged. Emergency Phones (yellow) boxes can also be used to reporting emergency situations.

You may also seek assistance from an Emergency Preparedness Officer (EPO) who can be easily recognized by the brightly colored "Emergency Officer" vests they would be wearing.

All Faculty are to immediately end all class activities, including any exam, and direct students to leave classroom/lab, closing the door after the room has been evacuated.

- If the fire alarm sounds during class:
 - Ensure that your students evacuate by following the **General Fire Procedures**;
 - Shut off appropriate equipment prior to leaving shops or labs;
 - Ensure doors are closed on your way out;
 - Help others in need on your way out of the building;
 - Once outside of the building, ensure exits are clear for Fire Department access, and to allow other occupants to evacuate safely.
 - Do not re-enter the building until the Fire Department or Security or an EPO gives permission to do so; the silencing of the alarm does not signify that it is safe to re-enter.

Please Note:

Faculty not in class during a fire alarm shall follow the ‘**Employee Guidelines**’.

Employee Guidelines

- All supervisors shall review the fire evacuation procedures with new staff, and at least annually with all other staff under their supervision.
- Staff requiring evacuation assistance shall pre-arrange this assistance through their supervisor and follow the **Procedures for People with Disabilities**.
- When the fire alarm sounds, ensure appropriate equipment in your area is shut-off, and evacuate the building by following the **General Fire Procedures**
- Assist the Area Emergency Preparedness Officer as requested.
- Help others in need on your way out of the building.
- Once outside, ensure exits are clear for Fire Department access, and to allow other occupants to safely evacuate.

Do not re-enter the building until the Fire Department or Security or an EPO gives permission to do so; the silencing of the alarm does not signify that it is safe to re-enter.

False Fire Alarms

Causing false fire alarms is a crime and can cause serious injury or death as they delay firefighters’ response to victims of real emergencies elsewhere. This crime also disrupts the normal operation of the college, incites undue fear in the young children in our campus day cares, and contributes to complacency toward future alarms & evacuations.

Everyone is asked to assist us in stopping false fire alarms. If you have any information please report it to Campus Security at (416) 289-5240, Toronto Fire Services, Scarborough Division at (416) 396-8350, Toronto Police Services at (416) 808-2222 or Crime Stoppers at (416) 222-8477(TIPS). Rewards for information leading to the arrest and conviction are available from Crime Stoppers and the College.

In order to help deter false alarms, we have installed security covers over some pull stations, and video surveillance in specific locations. If you see anyone tampering with these covers or any fire equipment, please contact Campus Security immediately at (416) 439-4357 or Emergency Extension 2020. All information will be kept confidential.

Evacuation Procedures for People with Disabilities

Mobility Impaired

Persons with disabilities are the best source of information on their condition and needs. When offering or soliciting assistance for people with disabilities, have them direct you on the best way to help.

If someone uses a wheelchair,

- Following their directions, assist them to the best of your ability;
- Unless there is imminent danger, untrained people should avoid evacuating a person who cannot get out of their wheelchair. Take or direct them to a designated **Area of Rescue (AOR)** or other safe location, have someone stay with them while you immediately report their situation and location to an Emergency Preparedness Officer (EPO) or Security by calling the HELP-line at (416) 439-4357 (This is a free call from a cell phone or any campus payphone), or call the Emergency Extension 2020 (from any College phone). The Emergency phone (yellow box) located at or nearby each AOR can also be used to report emergency situations to Security. Security or the EPO is to immediately inform the Fire Department of the situation and they in turn will decide if it is necessary to rescue the person needing evacuation assistance, since in many situations the cause of the alarm is false or in a location that is distant from where the person requiring assistance is. The emergency phone can continue to be used to maintain contact with Security for an update on the situation.

Hearing Impaired

Individuals who are deaf or hard of hearing may not be aware of audible alarms, so it is important to inform them of what is happening around them. Use the following points to assist.

- Gain their attention - tap them on the shoulder, turn lights on/off, wave your hands.
- If possible, give them brief, written instructions or indicate through gestures that there is an alarm and that they must evacuate, i.e. point to a fire alarm or fire evacuation sign.
- If necessary, help them proceed to the designated exit.

Visually Impaired

People with visual impairments may become disoriented, and may not know where to proceed during an emergency evacuation. Use the following points to assist them.

- Gain their attention through vocal or physical methods.
- Explain the nature of the emergency.
- Guide them towards the nearest safe exit.
- While guiding them to safety, tell them where you are going, and advise them of any obstacles, e.g., stairs, change in grade when going through doors, etc.
- Once safe, orient them to where they are and offer further assistance.
- Stay with them until the emergency is over. Do not leave them in unfamiliar territory.

General Fire Procedures

Upon Discovery of Fire:

- Leave the fire area and close all doors behind you
- Sound the fire alarm by pulling a manual pull station
- Call the Fire Department at (9) 911 and give exact fire location
- Leave building by designated exit
- **DO NOT USE THE ELEVATORS**

Upon Hearing the Fire Alarm:

- Leave the building by designated exit
- Close all doors behind you
- **DO NOT USE THE ELEVATORS**
- Maintain a safe distance from the building
- Do not re-enter the building until the Fire Department or Security or an EPO gives permission to do so; the silencing of the alarm does not signify that it is safe to re-enter.

When Making an Emergency Phone Call,

Dial (9) 911 and State:

- Your location (i.e. Centennial College, campus, address, room #)
- Your Name
- Nature of the emergency (e.g., fire, smoke)
- After calling (9) 911, inform Security at (416) 439-4357 or Ext. 2020 so that they can respond to the situation and direct emergency response personnel to the scene.

Emergency Numbers

Police, Fire, Ambulance: (9) 911

Campus Security:

Help Line: (9) (416) 439-4357(HELP) – free call from any campus payphone or cell phone

Emergency Extension: 2020 – from any College phone

or use **Emergency Phones** (yellow boxes) by pressing and releasing button to activate.

- ❖ **Ashtonbee** – Rm. A-120 Tel: (416) 289-5040
- ❖ **Centre for Creative Communications** - Rm. 101 Tel: (416) 289-5140
- ❖ **Progress** Rm. C1-04 Tel: (416) 289-5240
- ❖ **HP Centre** Rm. 234 Tel: (416) 289-5150

Security Coordinator: (416) 289-5000 ext 2656

Safety Coordinator: (416) 289-5000 ext 7272

Manager, Safety and Security: (416) 289-5021