**Emergency Evacuation Procedure for Department**

**Resources:**

Number of staff:

Number of faculty:

Occupy: Rooms/Buildings

Evacuation Stairwells:

Emergency Evacuation Areas for persons requiring assistance:

See attached floorplans

Mustering Locations: Primary:

Secondary:

See attached map

**Emergency Evacuation**

An evacuation may be necessary for a variety of reasons, such as: fire, power failure, security threat, hazardous spill, structural damage, natural causes (e.g. earthquake) or flooding. An evacuation will be initiated by Campus Safety or by an emergency official in charge of the incident.

* If an alarm sounds or an evacuation notice is given via the mass notification system, all persons must leave the building and gather in their designated departmental mustering locations.
* If you are unable to reach your designated mustering location, contact your Evacuation Marshall and let them know where you are
* Follow the directions of Campus Safety or City of Toronto Emergency Services and do not re-enter the building until directed to do so by Campus Safety or Emergency Services

**In case of fire:**

If you discover smoke or fire:

* Leave the fire area immediately, closing doors behind you as you evacuate
* Activate the fire alarm system by pulling the nearest pull station (stairwell) as you leave the fire area
* Once you have evacuated the fire area, contact Campus Safety at 416-978-2222 when it is safe to do so
* Before opening any doors, test the door for heat by using the back of your hand
* If the door is hot, leave the door closed and unlocked. If you are in an office with no alternate exit, remain where you are and call 911 to alert them to your location. Otherwise, try an alternate exit
* If the door is not hot, brace yourself against the door and open slightly. If you feel air pressure or hot draft, close the door quickly, leaving it unlocked. If you are in a room with no alternate exit, remain where you are and call 911 and alert them of your location. Otherwise, try an alternate exit
* If the door is not hot and you did not feel air pressure or a hot draft, walk to the nearest exit and leave the building
* Use the stairwell and/or exterior exit doors to exit. Do not use the elevators. If you encounter fire or smoke in the stairwell, use an alternate exit
* If you are unable to use an alternate exit or are trapped:
  + - Return to an office and close the door, leaving it unlocked
    - Seal off all openings which may admit smoke to the room
    - Crouch low to the floor if smoke enters the room
    - Call 911 and alert them of your location. Listen for instructions given by Emergency Services and wait to be rescued
* Remember to remain calm

**Evacuation Marshall Program:**

Evacuation Marshalls:

Evacuation Marshall for offices: Primary:

Secondary:

Evacuation Marshall for classrooms: Primary:

Secondary:

Evacuation Marshall Responsibilities:

It is important to remember that in your role as an Evacuation Marshall, you are ***not*** expected to fight a fire or expected to place yourself at risk:

* **Do not** enter areas containing smoke.
* **Do not** enter areas where an established fire is clearly visible.
* If a closed door is encountered, feel it lightly with the back of your hand before opening it: if it is hot, **do not open it.**
* **Do not** ever place yourself at risk

Prior to an emergency:

* Be familiar with your emergency access routes
* Be familiar with personnel who may require assistance to evacuate and any plans in place to ensure their safety
* Participate in fire drills
* Ensure that a secondary Evacuation Marshall has been selected and is advised of when you will be absent
* Ensure that evacuation routes are unobstructed
* Check for fire hazards such as the accumulation of garbage, paper and other combustible items and improperly stored or combustible liquids
* Ensure that floor exits are functional (i.e., open readily and close automatically). Doors must not be wedged open or locked in the direction of egress
* Check that the exit lights are illuminated and not damaged
* Report hazardous conditions to your supervisor so that they can be addressed

During an emergency:

The Evacuation Marshall’s primary responsibility is to facilitate the evacuation of people from their designated area during a fire or other emergency.

* Checking washrooms and rest areas and advising occupants of the emergency
* Guiding all personnel within your designated area to evacuate by the nearest safe exit during a fire or other emergency
* Ceasing use of elevators during an evacuation
* Maintaining an orderly, calm, and controlled evacuation
* Assisting in the evacuation of persons who require assistance
* Closing all doors as you leave the building
* Ensuring that the entrance to the building is not congested by directing persons away from the entrance
* Co-operating with and following instructions provided by Campus Safety and Emergency Services
* Remaining outside the building until informed by Campus Safety or the Emergency Services that it is safe to return

## Persons Refusing to Comply:

Should a person refuse to comply with the directions given by an appointed Evacuation Marshall:

* Ensure the person knows you are an Evacuation Marshall and they have been clearly advised they are required to evacuate the building, because of an emergency
* Notify Campus Safety, who can then advise Emergency Services. Emergency Services at their discretion may take the appropriate action under law to remove the person
* It is advisable to have a witness to confirm any refusals to support documentation of the incident. Do not start an argument – just report it to Campus Safety when outside the building

**Evacuation for Persons Requiring Assistance:**

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## Identifying Persons Requiring Assistance (PRA):

There are many types of health conditions and impairments that may affect a person’s ability to safely evacuate the building, including those who:

* Require the use of wheelchairs, walkers, crutches, or cane
* Have temporary conditions (i.e. recovery after surgery, breaks or sprains, etc.)
* Have vision and/or hearing impairments
* Are pregnant
* Have breathing problems (i.e. asthma, etc.)
* Have hidden disabilities (i.e. epilepsy, arthritis, etc.)
* Are prone to severe excitability or suffering from claustrophobia.
* Have any limitation that would make using stairwells dangerous to themselves or other evacuees

The Evacuation Marshall will maintain a list of persons in their assigned area who require assistance to leave under emergency conditions. It is important to identify such persons in advance of an emergency and keep an up to date list.

**Emergency Evacuation Areas**

Emergency Evacuation Areas are intended to provide a safe location for PRAs to shelter until it is deemed necessary for them to evacuate, at which time Campus Safety or Emergency Services personnel will assist with the evacuation; or when it is deemed safe for them to return to their place of work. Campus Safety

Emergency evacuation locations are generally located in/near egress stairwells with extra large landings. These locations will be identified by these signs:

[https://www.utsc.utoronto.ca/fire-security/sites/utsc.utoronto.ca.fire-security/files/docs/01-Emerg-evac-area-9x9.pdf](https://www.utsc.utoronto.ca/fire-security/sites/utsc.utoronto.ca.fire-security/files/docs/01-Emerg-evac-area-9x9.pdf%20)

Some emergency evacuation locations are equipped with Code Blue Emergency phones that will directly contact Campus Safety. However, it is always good practice to have a cell phone with you and make sure your Evacuation Marshall is aware of your location.

Evacuation Marshalls will inform Campus Safety if there is a person or persons left on a floor and where they are located during an emergency.

**Annual Review of Evacuation procedure**

Campus Safety and the department will review and update the Evacuation Procedure at least once a year or if there is a significant change to the resources of the department.