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## Fire and Emergency Evacuation Protocol

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### General

In the event of a fire alarm, the building will be evacuated. The Warden System, which coordinates staff activities on all floors, has been established to assist with the evacuation procedure. You are asked to please acquaint yourself with all building exits and the location of emergency levers and fire extinguishers near your work site(s) or classes.

### Alarm System

Installed in the building and connected to the City Fire Department is an electric alarm system, which can be activated by pulling an emergency lever.

In the event that the electric alarm system is out of order, a person discovering a fire shall:

- Shout "FIRE, FIRE, FIRE." This verbal alarm should be passed throughout the building either by public address system or telephone fan-out, and
- Phone 4109 (University Emergency Number) to report the fire. Person receiving the call at this number will call all necessary persons (fire department, security etc.)

### Exits

The following marked exits are available for evacuation purposes:

- A) University Avenue - Main Entrance
- B) University Avenue (stairs from Levels II, III, IV and V)
- C) Robie Street (stairs from Levels II, III and IV)
- D) Robie Street - **Emergency Exit Only** (stairs from Levels I and II)
- E) Robie Street (level III)
- F) College Street – **Emergency Exit ONLY** (stairs from Level I and II)
- G) Loading Dock
- H) Roof Podium (stairs from all five floors)
- I) Roof Podium (stairs from all five floors)
- J) Carleton Quad – Bookstore Entrance

### Evacuation

On the sound of the alarm, complete building evacuation must take place immediately. All occupants are asked to remain calm, and walk to the nearest exit.

Elevators are not to be used under any circumstances, while the fire alarm bells are ringing.

Marshaling shall take place on city sidewalks, a safe distance from the building, on University Avenue and College Street. Designated Floor Wardens shall close and lock each exit door and redirect all evacuees to one of the two marshaling sites. Floor wardens must complete an

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Evacuation Report Form, carefully noting any problems, and report to the Chief Warden at the main entrance on University Avenue.

Patients must be assisted by students and staff from the Clinic cubicle area and the Clinic waiting area. Accordingly, other guests must be assisted in evacuation by applicable faculty and staff.

### **Patients Under Sedation**

If there is no immediate danger, the moving of patients who are under sedation or have mobility complications, will be at the discretion of the supervising faculty member. The faculty member must stay with the patient and assign a student or staff member to report their location to the Chief Warden, at the main entrance on University Avenue.

If the alarm were a test the student or staff member assigned to report to the fire warden would then return to the patient and companion to report this information.

***The prime responsibility, in the event of an emergency, is to the patient.***

### **Responsibilities of Staff and Students**

#### Level I

##### *Dental Assistants*

1. Check each cubicle in the immediate work area and ensure that all patients have been evacuated.
2. Assist and direct patients to the proper exits.
3. Ensure that all washrooms, seminar rooms and patient counseling rooms have been evacuated.
4. Remove appointment books if possible.
6. Ensure local propane valves are turned off.

##### *Students*

1. Under the direction of the Dental Assistants to assist with the evacuation of all patients from the Clinic and surrounding areas.

##### *Administrative Staff – Clinical Affairs Office*

1. Assist and direct patients from the main patient waiting area.
2. Check washrooms in waiting area.

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### Level II

#### *Dental Assistants*

1. Check each cubicle in the immediate work area and ensure that all patients have been evacuated.
2. Assist and direct patients to the proper exits.
3. Ensure that all washrooms, seminar rooms and patient counseling rooms have been evacuated.
4. Ensure local propane valves are turned off.

#### *Students*

1. Under the direction of the Dental Assistants to assist with the evacuation of all patients from the Clinic and surrounding areas.

#### *Receptionists – Patient Services*

1. Assist and direct patients from the main patient waiting area.
2. Check washrooms in waiting area.
3. Remove daily appointment summaries if possible.

### **Responsibilities of Teachers and Researchers**

1. Know the location of all building exits and the location of emergency levers and fire extinguishers near your classes.
2. When emergency bells ring, direct all students under your supervision to the safest exit.
3. Ensure all equipment and propane valves are turned off
4. Close all doors

### **Fire Drills**

Periodically fire drills will be conducted to test the effectiveness of these procedures. On these occasions, it is expected that all procedures be followed and that a complete evacuation of the building take place.

Although fire drills are most effective if they happen without warning, an attempt will be made to advise persons responsible for various clinic areas to ensure the minimum of hazard to patients (see above Patients Under Sedation).

### **Re-Entry after an Emergency Evacuation or Fire Drill**

Once the building is deemed safe to re-enter by the Fire Department, the Chief Warden will assign personnel to inform those waiting at the Marshalling site on College Street.

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Under no circumstances is anyone to re-enter the building until permission is granted.

All Dental Building occupants must re-enter the building through the main entrance on University Avenue or the bookstore entrance on the Carleton Quad, all other doors will be locked after an emergency exit.

Any problems/suggestions with this policy or its implementation should be directed to Dr. W. Louch, University Safety Officer and Bruce Moxley, Dental Building Manager or Neil Landry, Zone Maintenance.