

CAMPUS PUBLIC SAFETY


Fire Safety in McGill Buildings



McGill

Campus Public
Safety



A red fire extinguisher is mounted on a white wall in a hallway. The hallway has a white ceiling with recessed lighting and a light-colored floor. The background is slightly blurred, showing the perspective of the hallway.

**Building evacuation
procedure**

**Building exits and rally
points**

Fire protection equipment



FIRE PREVENTION

Building Evacuation

How does one do it?

CODE of good practice:

1. **C**ommunicate
2. **O**rient
3. **D**irect
4. **E**xplain

1. Communicating the Urgency

If you see a fire :

Use the nearest manual pull station to signal an emergency

When the alarm is sounding:

Direct people to move towards the closest exits



2. Orient Towards Nearest Safe Exit

Verify your closest exits;



- If they are free of heat, smoke or other obstacle preventing their access, then they are safe to be used.
- Direct people in your area towards all these exits.
- Evacuation will be more efficient if all safe exits are used.

3. Direct Away From The Building

Immediately direct everyone to the predetermined meeting point, away from the building to:

- Keep people safe
- Prevent crowd from obstructing exits, firemen and security operations
- Prevent crowd from returning to building before authorized

4. Explain Situation To Authorities

Provide information about:

- Location or cause of the event
- Injured people (if any)
- People requiring assistance
- People refusing to evacuate



Responsibilities of team members

- Physically locate the exits in your area of responsibility and make sure they can be accessed (no locked door, furniture or other obstruction?)
- Review posted evacuation plans and know the buildings evacuation procedure and meeting sites
- Wear safety vests to be clearly identified by evacuees, Security, and Fire Department personnel.
- Lead by example

Responsibilities of team members

People with mobility impairments

- Assist people unable to evacuate on their own.
- If they can't take the stairs, stay with them close to the exit and ensure the message goes down to the firefighters and McGill Security.
- If possible, communicate presence to Security (514-398-3000) and leave phone number for further communications
- Exit monitor or other team member must advise Building Emergency Warden, who advises Fire Chief
- Firefighters evacuate them if there is a need to do so for their safety (advise the person of this)

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Responsibilities of team members

People with mobility impairments (cont..)

- Before any incident occurs, the members report the regular presence in the building of people with mobility impairments to the Building Emergency Warden (BEW)
- A meeting is organised by the BEW for the floor searchers of the area involved and the person with a mobility impairment to plan for emergency situations

Note that not all impairments will be known before an emergency. (guests, new circumstances)

Roles within the evacuation team

Building Emergency Warden (BEW)

- Assumes a leading role for the evacuation team during and before emergencies
- Receives updates from monitors, at a designated location, as they evacuate and shares with Emergency Response Personnel
- Informs the evacuation team and the evacuees of the “*All clear!*” once approved by McGill Emergency Personnel and Fire Chief

Roles within the evacuation team

Exit Monitors

- Proceed to assigned exit and verify that it's safe for evacuation
- Direct people toward this exit in a *calm* and *orderly* fashion
- Await the Floor Searchers signal that the floor is empty
- Leave building with them via designated evacuation route
- Report to Bldg Emergency Warden the evacuation status for their floor and gives any information about the incident or people requiring assistance

Roles within the evacuation team

Floor Searchers / Sweepers

- Verify that exits are safe for the evacuation if there is no exit monitor present and tour the floor to ensure all people are evacuating
- Instruct individuals to leave via the nearest safe exit
- Once evacuated, direct people towards the assembly point and remain available for further instructions
- Ensure any people needing assistance or other information regarding incident is reported to BEW

Roles within the evacuation team

Building Exit Monitors

- Monitor a building exit, from outside
- Prevent people from trying to enter building
- Direct evacuees to rally points as they leave the building
- Ensure any people needing assistance or other information regarding incident is reported to BEW



For all Emergencies call 911 and Campus Security 398-3000

After you have evacuated to a safe location, make the call.

- Never touch or attempt to interrupt the alarms on your panel
- When the fire alarm system is activated, Tyco monitoring central will automatically call Fire Department.



Using a portable fire extinguisher ?

When you or someone else has pulled a manual station:

1. Determine the class of fire implicated (A, B, C, D or K)
2. Verify that your extinguisher is suitable (pictograms and classes of fire on each label)
3. Use the extinguisher thinking of “PASS” (Pull, Aim, Squeeze, Sweep)

Classes of Fire






Class A : Ordinary combustibles

Class B : Flammable Liquids

Class C : Electrical Equipment

Class D : Combustible Metals

Class K : Kitchen Fires

CLASSES OF FIRES	TYPES OF FIRES	PICTURE SYMBOL
A	Wood, paper, cloth, trash & other ordinary materials.	
B	Gasoline, oil, paint and other flammable liquids.	
C	May be used on fires involving live electrical equipment without danger to the operator.	
D	Combustible metals and combustible metal alloys.	
K	Cooking media (Vegetable or Animal Oils and Fats)	

How to use a Portable Extinguisher

Pull the pin (breaking the tamper seal)

Aim the nozzle at the base of the flames

Squeeze or press the handle

Sweep from side to side at the base of the flames until it goes out. Watch for reflash and reactivate extinguisher if necessary

How to use a Portable Extinguisher



[PASS Fire Training Video](#)

Right click to open hyper link to vidéo

Do not fight the fire if ...

- You're alone
- It could cut off your exit
- There is too much smoke to attempt it
- The fire appears to be too large to handle with one extinguisher
- You feel in danger

Warning ...

The fire is spreading, the smoke is too much to handle,
your extinguisher is empty,

Evacuate immediately

- **Never look for another extinguisher**
- **Shut the door on your way out**
- **Personally inform Security and Fire Department of situation when they arrive**

In summary

Remember:

- Your building's evacuation procedure
- The building exits and rally points well away from the building

Your Fire Prevention Office

Fire Prevention, Campus Public Safety

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