SHOULD YOU DISCOVER OR SUSPECT A FIRE

Request everybody in the area to evacuate the building. Remove anybody in immediate danger.

Activate the building fire alarm system by pulling the manual pull station. From a safe location, report the fire by dialing “555” (if using a university phone i.e. 474, 480, 789, 975 or 977 exchange), “#555” (if using a cellular phone on MTS or Roger’s Wireless) or “911” (if using personal phone) or use red phone located near stairwells, exits in many buildings.

Confine the fire by closing all doors and windows.

Extinguish the fire using the appropriate fire extinguisher. Do not attempt to extinguish a fire if this will place you in immediate danger.

USE STAIRS – DO NOT USE ELEVATORS

WHEN THE FIRE ALARM SOUNDS

1. Cease all activities. Turn off heat producing devices. Leave overhead lights on.
2. Close all doors and/or windows in the immediate area.
3. Evacuate the building immediately using the nearest safe available stairwell.
4. Remain outside the building until the most senior member of the Winnipeg Fire Department or the University Fire Marshall gives “ALL CLEAR”.

Please familiarize yourself with the locations of exits, fire alarm manual pull stations and portable fire extinguishers.

If you have a disability, arrange for a “buddy” system.

1. If you discover or suspect a fire, follow the University’s General Fire Emergency Procedures.
2. When evacuating the building, make sure you close doors behind you.
3. When the fire alarm sounds:
   3.1. Remain calm.
   3.2. Turn off all heat producing devices. Leave overhead lights on.
   3.3. If you are in a room or office where the door is closed,
       3.3.1. Before opening door, feel doorknob for heat with the back of your hand. If the doorknob is hot DO NOT open door. If it is not hot, brace yourself against door and open slightly. If you feel air pressure or hot draft, close door quickly.
       3.3.2. If you are confined to the room or office, dial “555” (if using university phone i.e. 474, 480, 789, 975 or 977 exchange), “#555” (if using cellular phone on MTS or Roger’s Wireless) or “911” (if using personal), then signal rescuers at the window (if available).
   3.4. If you encounter smoke in corridor or stairwell, stay low and move to the other side of the building where another stairwell may be clear, or return to your suite.
   3.5. For persons with disabilities, unless otherwise instructed, go to the nearest area of refuge (usually an office near the stairwell) and remain there until the Fire Warden declares it safe.
4. Remember, DO NOT USE ELEVATORS.

If calling “911”, you must also call University Security Services at 474-9341.

QUESTIONS? Call Environmental Health and Safety Office 474-6633.