



University
of Windsor

Emergency Procedures for Persons Requiring Assistance in Evacuation

This document is available in an alternate format, upon request.

Developed by Health and Safety and the Office of Human Rights, Equity and Accessibility

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PURPOSE

The purpose of this procedure is to provide members of the University of Windsor community with information about how to plan emergency procedures for persons requiring assistance in an evacuation.

A ***Person Requiring Assistance*** is defined as:

a person who is unable to leave a building unassisted under emergency conditions.

This may include persons with temporary or permanent mobility disabilities (e.g. use of crutches, walkers, wheelchairs), with hearing or vision disabilities, as well as persons who may be immobilized due to distress.

ROLES AND RESPONSIBILITIES

The following procedures are designed to assist with the planning stage of emergency evacuation for persons requiring assistance. Persons requiring assistance in an evacuation have a responsibility to initiate the development of a Personal Exit Plan (Appendix A), and to familiarize themselves with the applicable building Fire Safety Plan(s) at: www.uwindsor.ca/safety/fireplans.

During a fire alarm, all efforts shall be made to execute Personal Exit Plans where possible.

For more information on providing assistance in evacuation, please refer to *Appendix B – Guidelines for Assisting Persons in Evacuation*.

Roles and Responsibilities of Instructors and Students in the Classroom

Students

Students requiring assistance in evacuation are responsible for the following:

- Communicating the need for a Personal Exit Plan with their Instructor;
- Developing a Personal Exit Plan with the Instructor (Refer to Appendix A);
- Cooperating in the implementation of the plan; and
- Communicating to their Instructor if their needs change and the plan requires re-evaluation.

Instructors

Instructors are responsible for the safety of students in classrooms and laboratories. It is the responsibility of the Instructor to evacuate their classroom and have students exit the building as quickly and safely as possible by using exit routes which will avoid fire or other dangerous areas.

Instructors are responsible for the following:

- Working with the student to develop a Personal Exit Plan (Refer to Appendix A);
- Canvassing and assigning an appropriate number of students to assist students with disabilities to evacuate the building;
- If physically unable to evacuate the person requiring assistance, notify emergency response personnel of the person's location. The individual should be relocated to a safe area in proximity to an evacuation stairwell; and

- The Instructor shall notify Windsor Fire Department or Campus Community Police of the location of any occupants remaining in the building.

For more information, the student and instructor may contact the Student Success Centre – Disability Services; Office of Human Rights, Equity and Accessibility; or the Campus Community Police Emergency Preparedness Coordinator.

Roles and Responsibilities of Employees and Supervisors

The Integrated Accessibility Standards of the Accessibility for Ontarians with Disabilities Act (AODA) states that every employer shall provide individualized workplace emergency response information to employees who have identified to the employer that they have a disability that requires accommodation. To ensure the University is meeting these obligations, employees and supervisors have the responsibilities listed below.

Employees

- Communicating the need for a Personal Exit Plan with their supervisor;
- Developing a Personal Exit Plan with their supervisor (Refer to Appendix A);
- Cooperating in the implementation of the plan; and
- Communicating with their supervisor if their needs change and the plan requires re-evaluation.

Supervisors

- Upon request, assist with the development and implementation of a Personal Exit Plan for the employee (Refer to Appendix A).
- Review the individualized Personal Exit Plan when:
 - the employee moves to a different location;
 - the employee's overall accommodations needs or plans are reviewed; and
 - when the general emergency response policies are reviewed.
- Notify the Health and Safety office to ensure the Personal Exit Plan is included as part of the building Fire Safety Plan

For more information, the employee and supervisor may contact the Health and Safety office, the Campus Community Police Emergency Preparedness Coordinator, and/or the Office of Human Rights, Equity and Accessibility.

Roles and Responsibilities of Students and Staff in Residences

Residence Services has assigned student Fire Wardens on each floor in all University residences. During an emergency evacuation, the Fire Wardens have been trained to check their designated areas and work with the Residence Assistants to provide assistance to persons evacuating the building. Fire Wardens are trained to check their assigned areas as well as the stairwells and aid anyone needing assistance.

Residence Services also works with students requiring assistance in evacuation to develop a Personal Exit Plan (Refer to Appendix A). This plan may include friends and people living around the student.

For more information, the student and Residence Services staff may contact the Student Success Centre – Disability Services; Office of Human Rights, Equity and Accessibility; or the Campus Community Police Emergency Preparedness Coordinator.

Roles and Responsibilities within Student Centre buildings

When visiting the student centres on campus (CAW Student Centre, Leddy and Law Libraries, and the St. Denis Centre) persons requiring assistance during an evacuation are responsible to check-in with the front desk using the following procedure:

- Inform staff of intended location and duration of stay within in the building.
- Inform staff of departure.

Front-desk staff are responsible for making emergency response personnel aware of the individual(s) requiring evacuation assistance and their reported location.

In the event of an emergency evacuation, please follow the ***Emergency Procedures for Persons Requiring Assistance in Evacuation*** below.

Roles and Responsibilities during Special Events

An Event Organizer is defined as the person who schedules and plans a special event on campus, including conferences, meetings, activities, functions, and other social events.

Event Organizers are responsible:

- to be familiar with Emergency Evacuation Procedures, including the posted evacuation routes;
- during the special event, to evacuate the event space and have event patrons exit the building as quickly and safely as possible

When planning a special event, the Event Organizer shall assign an appropriate number of event staff/volunteers to assist with evacuation and patrons requiring assistance to evacuate the building. All staff/volunteers assigned to assist with evacuation must be trained in their roles and responsibilities in the event of a fire alarm.

Patrons attending a special event on campus who require assistance to evacuate the building are responsible to communicate this need to the Event Organizer prior to the commencement of the event.

For more information, the Event Organizer and attendees may contact the Office of Human Rights, Equity and Accessibility.

When the fire alarm sounds:

The Event Organizer will take charge of the classroom / event space, and ensure:

- Event patrons evacuate safely;

- Event patrons have moved to a safe area away from the building;
- During an alarm after-hours, that appropriate emergency services have been notified (Campus Community Police at ext. 911 or Windsor Fire at 9-1-1 from a mobile phone). Provide the location of fire, your name and answer any questions asked by the dispatcher.

When emergency services arrive:

- Wait for further instruction from Windsor Fire & Rescue Services and/or Campus Community Police.
- Provide any known information on the evacuation status, nature of the emergency, any injured occupants or persons requiring assistance, or location of anyone in the building who refused to evacuate.
- **DO NOT** let event patrons back into the building until Windsor Fire and/or Campus Community Police declares it safe to do so.
- The designated meeting area in the event of an extended and/or after-hours evacuation is the CAW Student Centre, or alternate location as determined by emergency responders.

EMERGENCY PROCEDURES FOR PERSONS REQUIRING ASSISTANCE IN EVACUATION

When a Fire Alarm Sounds:

Ground Level:

Evacuate the building and move to a safe area away from the building to await further instruction from emergency responders.

Above or Below Ground Floor:

Evacuate as per the Personal Exit Plan, or seek a safe area. This can include stairwells and Areas of Refuge. Reference the building's Fire Safety Plan for information on the building's safe areas.

During business hours:

The building's Fire Wardens perform sweeps of each floor and stairwell upon evacuation. If they are not able to assist you to evacuate, they will note your location, floor and stairwell and will notify emergency responders of your need for assistance.

After-hours:

Fire Wardens may not be present in the building after-hours. Therefore, when using the building after-hours it is important that you are able to self-evacuate and have access to a phone.

If you are not able to self-evacuate:

1. Contact Campus Community Police (ext. 911 from a University phone, or 519-253-3000 ext. 4444 from a mobile phone). Dialing 911 from a mobile phone will connect to the external 911 service.
2. Notify dispatcher of your building location, circumstance and intentions. Provide the dispatcher with your phone number to receive updates.
3. Campus Community Police have radio contact with emergency responders at the scene and will provide you with updates on the situation where possible. In the event your safety could be compromised, firefighters will assist in your safe evacuation.

Notify building staff and/or emergency responders once you have evacuated the building.