

George Brown College

Emergency Evacuation Planning and Procedures

Developed by

George Brown College

Updated: November 7, 2012

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- [Annunciator panel exits](#) in specific buildings.
- [Contact information and phone numbers](#).
- [Evacuation instructions](#) for specific buildings.
- Evacuation procedures during class time in a
 - ◆ [1-stage alarm building](#).
 - ◆ [2-stage alarm building](#).
- Evacuation procedures for faculty and continuing education instructors in a
 - ◆ [1-stage alarm building](#).
 - ◆ [2-stage alarm building](#).
- Evacuation procedures for support staff and administration in a
 - ◆ [1-stage alarm building](#).
 - ◆ [2-stage alarm building](#).
- [Individual emergency response plans](#) for employees with disabilities; [templates for creating individual emergency response plans](#).
- [Lockdown procedures](#).
- [Take 5 for Safety information](#) for specific buildings; [starting every meeting and class with Take 5 for Safety](#).
- [Visual alarm status](#) of campus buildings.
- [Volunteer fire wardens](#).

This document contains embedded links throughout the text to help you quickly navigate to the information you're seeking. Press **CTRL** and **click on the link** to move directly to the item.

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A. General Information

Everyone at George Brown College has a responsibility to follow the college's emergency procedures should an emergency such as fire, flooding, chemical spill, building collapse, etc. occur.

An important part of this responsibility is committing to "**Take 5 for Safety**" at the beginning of every meeting and every class to heighten everyone's awareness of safety everywhere on campus.

An equally important part is ensuring that you understand the college's established emergency procedures as outlined in this manual so that you know what to do should evacuation or lockdown be necessary.

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1. Take 5 for Safety

The **Take 5 for Safety** campaign has been designed to maintain awareness of safety information everywhere on our St. James, Casa Loma, Waterfront and Ryerson campuses. It brings emergency preparedness to the forefront at the beginning of every class and every meeting.

The components of **Take 5 for Safety** include

- identifying exit routes and designated waiting areas.
- reviewing evacuation and lockdown procedures.
- providing emergency contact information.
- checking for and reporting any hazards.

Take 5 for Safety information specific to each building is presented on the following pages. It mirrors the posters found throughout each building.

In [Table A-1](#), press CTRL and click on a building's address to jump directly to the **Take 5 for Safety** information for that building.

[Note: A template has been provided for buildings at the Young Centre for the Performing Arts, Sunnybrook Health Sciences Centre and our childcare centres.]

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Table A-1: Links to *Take 5* for Safety Information for Each Building

St James Campus	Casa Loma Campus
SJA bldg, 200 King St E	B bldg, 175 Kendal Ave
SJB bldg, 300 Adelaide St E	C bldg, 160 Kendal Ave
SJC bldg, 290 Adelaide St E	D bldg, 1 Dartnell Ave
SJD bldg, 215 King St E	E bldg, 146 Kendal Ave
SJE bldg, 230 Richmond St E	F bldg, 500 MacPherson Ave
SJF bldg, 210 King St E	Waterfront Campus
SJG bldg, 193 King St E	51 Dockside Dr
SJH bldg, 341 King St E	Ryerson Campus
207 Adelaide St E	99 Gerrard St E
264 Adelaide St E	
Other Locations - Template	
George Brown College Child Care Centres	
Sunnybrook Health Sciences Centre	
Young Centre for the Performing Arts	

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Start your meeting / class with emergency preparedness

- Visual alarm in some areas of the building.
- Emergency exit: **NEAREST EXIT STAIRWELL**.
- Designated waiting area if unable to evacuate: **NEAREST EXIT STAIRWELL**.
- Lockdown: Lock door. Lie on floor. Set cell phone to silent. Do not text, email or call out.
- Defibrillator (AED): (1) SJA bldg, 200 King St E, outside First Aid Station, Rm 116.
(2) SJA bldg, 200 King St E, 6th floor, beside gym.

1. Emergency Alarm: 1-stage auditory alarm

- **MUST** leave the building when alarm sounds / visual alarm flashes.
- Close doors behind you.
- Exit using **NEAREST EXIT STAIRWELL**. Do not use elevator.
- Go to **NEAREST EXIT STAIRWELL** to wait for trained emergency professionals if you need assistance to evacuate.
- Move away from the building once outside.

2. Major medical or other emergency

- Dial 9-911 on college phone; 911 on cell phone.
- Call Security after calling 911.

3. Security

- 416-415-4000 or yellow emergency call box (non-urgent: ext. 8000).
- Security desk: SJA bldg, 200 King St E, ground floor, west lobby.

4. First Aid

- 416-415-4000 (non-urgent: ext. 8000).
- First Aid Station: 200 King St E, Rm 116.

5. Hazards

- Report hazards in room or area to ext. 2040 (Facilities Help Desk). [\(return to top\)](#)

Start your meeting / class with emergency preparedness

- Visual alarm in some areas of the building.
- Emergency exit: **NEAREST EXIT STAIRWELL.**
- Designated waiting area if unable to evacuate: **NEAREST EXIT STAIRWELL.**
- Lockdown: Lock door. Lie on floor. Set cell phone to silent. Do not text, email or call out.
- Defibrillator (AED): SJB bldg, 300 Adelaide St E, main entrance, beside Security desk.

1. Emergency Alarm: 1-stage auditory alarm

- **MUST** leave the building when alarm sounds / visual alarm flashes.
- Close doors behind you.
- Exit using **NEAREST EXIT STAIRWELL.** Do not use elevator.
- Go to **NEAREST EXIT STAIRWELL** to wait for trained emergency professionals if you need assistance to evacuate.
- Move away from the building once outside.

2. Major medical or other emergency

- Dial 9-911 on college phone; 911 on cell phone.
- Call Security after calling 911.

3. Security

- 416-415-4000 or yellow emergency call box (non-urgent: ext. 8000).
- Security desk: SJA bldg, 200 King St E, ground floor, west lobby.

4. First Aid

- 416-415-4000 (non-urgent: ext. 8000).
- First Aid Station: SJA bldg, 200 King St E, Rm 116.

5. Hazards

- Report hazards in room or area to ext. 2040 (Facilities Help Desk).

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Start your meeting / class with emergency preparedness

- Emergency exit: **NEAREST EXIT STAIRWELL.**
- Designated waiting area if unable to evacuate: **NEAREST EXIT STAIRWELL.**
- Lockdown: Lock door. Lie on floor. Set cell phone to silent. Do not text, email or call out.
- Defibrillator (AED): SJB bldg, 300 Adelaide St E, main entrance, beside Security desk.

1. Emergency Alarm: 1-stage auditory alarm

- **MUST** leave the building when alarm sounds.
- Close doors behind you.
- Exit using **NEAREST EXIT STAIRWELL.** Do not use elevator.
- Go to **NEAREST EXIT STAIRWELL** to wait for trained emergency professionals if you need assistance to evacuate.
- Move away from the building once outside.

2. Major medical or other emergency

- Dial 9-911 on college phone; 911 on cell phone.
- Call Security after calling 911.

3. Security

- 416-415-4000 or yellow emergency call box (Non-urgent: ext. 8000).
- Security desk: SJA bldg, 200 King St E, ground floor, west lobby.

4. First Aid

- 416-415-4000 (non-urgent: ext. 8000).
- First Aid Station: SJA bldg, 200 King St E, Rm 116.

5. Hazards

- Report hazards in room or area to ext. 2040 (Facilities Help Desk).

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Start your meeting / class with emergency preparedness

- Visual alarm in some areas of the building.
- Emergency exit: **NEAREST EXIT STAIRWELL.**
- Designated waiting area if unable to evacuate: **NEAREST EXIT STAIRWELL.**
- Lockdown: Lock door. Lie on floor. Set cell phone to silent. Do not text, email or call out.
- Defibrillator (AED): SJA bldg, 200 King St E, outside First Aid Station, Rm 116.

1. Emergency Alarm: 1-stage auditory alarm

- **MUST** leave the building when alarm sounds.
- Close doors behind you.
- Exit using **NEAREST EXIT STAIRWELL.** Do not use elevator.
- Go to **NEAREST EXIT STAIRWELL** to wait for trained emergency professionals if you need assistance to evacuate.
- Move away from the building once outside.

2. Major medical or other emergency

- Dial 9-911 on college phone; 911 on cell phone.
- Call Security after calling 911.

3. Security

- 416-415-4000 or yellow emergency call box (non-urgent: ext. 8000).
- Security desk: SJA bldg, 200 King St E, ground floor, west lobby.

4. First Aid

- 416-415-4000 (non-urgent: ext. 8000).
- First Aid Station: SJA bldg, 200 King St E, Rm 116.

5. Hazards

- Report hazards in room or area to ext. 2040 (Facilities Help Desk).

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Start your meeting / class with emergency preparedness

- Visual alarm in some areas of the building.
- Emergency exit: **NEAREST EXIT STAIRWELL.**
- Designated waiting area if unable to evacuate: **NEAREST EXIT STAIRWELL.**
- Lockdown: Lock door. Lie on floor. Set cell phone to silent. Do not text, email or call out.
- Defibrillator (AED): SJB bldg, 300 Adelaide St E, 1st floor, beside Security desk.

1. Emergency Alarm: 1-stage auditory alarm

- **MUST** leave the building when alarm sounds / visual alarm flashes.
- Close doors behind you.
- Exit using **NEAREST EXIT STAIRWELL.** Do not use elevator.
- Go to **NEAREST EXIT STAIRWELL** to wait for trained emergency professionals if you need assistance to evacuate.
- Move away from the building once outside.

2. Major medical or other emergency

- Dial 9-911 on college phone; 911 on cell phone.
- Call Security after calling 911.

3. Security

- 416-415-4000 or yellow emergency call box (non-urgent: ext. 8000).
- Security desk: SJA bldg, 200 King St E, ground floor, west lobby.

4. First Aid

- 416-415-4000 (non-urgent: ext. 8000).
- First Aid Station: SJA bldg, 200 King St E, Rm 116.

5. Hazards

- Report hazards in room or area to ext. 2040 (Facilities Help Desk).

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- Security desk: SJA bldg, 200 King St E, ground floor, west lobby.

4. First Aid

- 416-415-4000 (non-urgent: ext. 8000).
- First Aid Station: SJA bldg, 200 King St E, Rm 116.

5. Hazards

- Report hazards in room or area to ext. 2040 (Facilities Help Desk).

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- Call Security after calling 911.

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- Security desk: SJA bldg, 200 King St E, ground floor, west lobby.

4. First Aid

- 416-415-4000 (non-urgent: ext. 8000).
- First Aid Station: SJA bldg, 200 King St E, Rm 116.

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- Defibrillator (AED): SJA bldg, 200 King St E, main entrance, beside Security desk.

1. Emergency Alarm: 1-stage auditory alarm

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4. First Aid

- 416-415-4000 (non-urgent: ext. 8000).
- First Aid Station: SJA bldg, 200 King St E, Rm 116.

5. Hazards

- Report hazards in room or area to ext. 2040 (Facilities Help Desk).

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- Defibrillator (AED): SJB bldg, 300 Adelaide St E, main entrance, beside Security desk.

1. Emergency Alarm: 1-stage auditory alarm

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- Security desk: SJA bldg, 200 King St E, ground floor, west lobby.

4. First Aid

- 416-415-4000 (non-urgent: ext. 8000).
- First Aid Station: SJA bldg, 200 King St E, Rm 116.

5. Hazards

- Report hazards in room or area to ext. 2040 (Facilities Help Desk).

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Start your meeting / class with emergency preparedness

- Visual alarm in some areas of the building.
- Emergency exit: **NEAREST EXIT STAIRWELL**.
- Designated waiting area if unable to evacuate: **NEAREST EXIT STAIRWELL**.
- Lockdown: Lock door. Lie on floor. Set cell phone to silent. Do not text, email or call out.
- Defibrillator (AED): B bldg, 175 Kendal Ave, 4th floor, outside dispensary.

1. Emergency Alarm: 1-stage auditory alarm

- **MUST** leave the building when alarm sounds / visual alarm flashes.
- Close doors behind you.
- Exit using **NEAREST EXIT STAIRWELL**. Do not use elevator.
- Go to **NEAREST EXIT STAIRWELL** to wait for trained emergency professionals if you need assistance to evacuate.
- Move away from the building once outside.

2. Major medical or other emergency

- Dial 9-911 on college phone; 911 on cell phone.
- Call Security after calling 911.

3. Security

- 416-415-4000 or yellow emergency call box (non-urgent: ext. 8000).
- Security desk: E bldg, 146 Kendal Ave, Main entrance.

4. First Aid

- 416-415-4000 (non-urgent: ext. 8000).
- First Aid Station: C bldg, 160 Kendal Ave, Rm C227.

5. Hazards

- Report hazards in room or area to ext. 2360 (Facilities Help Desk).

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Start your meeting / class with emergency preparedness

- Visual alarm in some areas of the building.
- Emergency exit: **NEAREST EXIT STAIRWELL.**
- Designated waiting area if unable to evacuate: **NEAREST EXIT STAIRWELL.**
- Lockdown: Lock door. Lie on floor. Set cell phone to silent. Do not text, email or call out.
- Defibrillator (AED): (1) C bldg, 160 Kendal Ave, 2nd floor, food court.
(2) C bldg, 160 Kendal Ave, 1st floor, outside fitness centre.

1. Emergency Alarm: 1-stage auditory alarm

- **MUST** leave the building when alarm sounds / visual alarm flashes.
- Close doors behind you.
- Exit using **NEAREST EXIT STAIRWELL.** Do not use elevator.
- Go to **NEAREST EXIT STAIRWELL** to wait for trained emergency professionals if you need assistance to evacuate.
- Move away from the building once outside.

2. Major medical or other emergency

- Dial 9-911 on college phone; 911 on cell phone.
- Call Security after calling 911.

3. Security

- 416-415-4000 or yellow emergency call box (non-urgent: ext. 8000).
- Security desk: E bldg, 146 Kendal Ave, Main entrance.

4. First Aid

- 416-415-4000 (non-urgent: ext. 8000).
- First Aid Station: C bldg, 160 Kendal Ave, Rm C227.

5. Hazards

- Report hazards in room or area to ext. 2360 (Facilities Help Desk). [\(return to top\)](#)

Start your meeting / class with emergency preparedness

- Visual alarm in some areas of the building.
- Emergency exit: **NEAREST EXIT STAIRWELL.**
- Designated waiting area if unable to evacuate: **NEAREST EXIT STAIRWELL.**
- Lockdown: Lock door. Lie on floor. Set cell phone to silent. Do not text, email or call out.
- Defibrillator (AED): (1) C bldg, 160 Kendal Ave, 2nd floor, food court.
(2) C bldg, 160 Kendal Ave, 1st floor, outside fitness centre.

1. Emergency Alarm: 1-stage auditory alarm

- **MUST** leave the building when alarm sounds /visual alarm flashes.
- Close doors behind you.
- Exit using **NEAREST EXIT STAIRWELL.** Do not use elevator.
- Go to **NEAREST EXIT STAIRWELL** to wait for trained emergency professionals if you need assistance to evacuate.
- Move away from the building once outside.

2. Major medical or other emergency

- Dial 9-911 on college phone; 911 on cell phone.
- Call Security after calling 911.

3. Security

- 416-415-4000 or yellow emergency call box (non-urgent: ext. 8000).
- Security desk: E bldg, 146 Kendal Ave, Main entrance.

4. First Aid

- 416-415-4000 (non-urgent: ext. 8000).
- First Aid Station: C bldg, 160 Kendal Ave, Rm C227.

5. Hazards

- Report hazards in room or area to ext. 2360 (Facilities Help Desk). [\(return to top\)](#)

Start your meeting / class with emergency preparedness

- Visual alarm in some areas of the building.
- Emergency exit: **NEAREST EXIT STAIRWELL.**
- Designated waiting area if unable to evacuate: **NEAREST EXIT STAIRWELL.**
- Lockdown: Lock door. Lie on floor. Set cell phone to silent. Do not text, email or call out.
- Defibrillator (AED): (1) C bldg, 160 Kendal Ave, 2nd floor, food court.
(2) C bldg, 160 Kendal Ave, 1st floor, outside fitness centre.

1. Emergency Alarm: 1-stage auditory alarm

- **MUST** leave the building when alarm sounds / visual alarm flashes.
- Close doors behind you.
- Exit using **NEAREST EXIT STAIRWELL.** Do not use elevator.
- Go to **NEAREST EXIT STAIRWELL** to wait for trained emergency professionals if you need assistance to evacuate.
- Move away from the building once outside.

2. Major medical or other emergency

- Dial 9-911 on college phone; 911 on cell phone.
- Call Security after calling 911.

3. Security

- 416-415-4000 or yellow emergency call box (non-urgent: ext. 8000).
- Security desk: E bldg, 146 Kendal Ave, main entrance.

4. First Aid

- 416-415-4000 (non-urgent: ext. 8000).
- First Aid Station: C bldg, 160 Kendal Ave, Rm C227.

5. Hazards

- Report hazards in room or area to ext. 2360 (Facilities Help Desk). [\(return to top\)](#)

Start your meeting / class with emergency preparedness

- Emergency exit: **NEAREST EXIT STAIRWELL.**
- Designated waiting area if unable to evacuate: **NEAREST EXIT STAIRWELL.**
- Lockdown: Lock door. Lie on floor. Set cell phone to silent. Do not text, email or call out.
- Defibrillator (AED): (1) C bldg, 160 Kendal Ave, 2nd floor, food court.
(2) C bldg, 160 Kendal Ave, 1st floor, outside fitness centre.

1. Emergency Alarm: 1-stage auditory alarm

- **MUST** leave the building when alarm sounds.
- Close doors behind you.
- Exit using **NEAREST EXIT STAIRWELL.** Do not use elevator.
- Go to **NEAREST EXIT STAIRWELL** to wait for trained emergency professionals if you need assistance to evacuate.
- Move away from the building once outside.

2. Major medical or other emergency

- Dial 9-911 on college phone; 911 on cell phone.
- Call Security after calling 911.

3. Security

- 416-415-4000 or yellow emergency call box (non-urgent: ext. 8000).
- Security desk: E bldg, 146 Kendal Ave, main entrance.

4. First Aid

- 416-415-4000 (non-urgent: ext. 8000).
- First Aid Station: C bldg, 160 Kendal Ave, Rm C227.

5. Hazards

- Report hazards in room or area to ext. 2360 (Facilities Help Desk).

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Start your meeting / class with emergency preparedness

- 2-stage auditory alarm in this building.
 - ◆ Stage 1 – **SLOW** – alert stage: prepare to evacuate.
 - ◆ Stage 2 – **FAST** – evacuation stage: **MUST leave the building.**
- Visual alarm in some areas of the building.
- Emergency exit: **NEAREST EXIT STAIRWELL.**
- Designated waiting area if unable to evacuate: **NEAREST EXIT STAIRWELL.**
- Lockdown: Lock door. Lie on floor. Set cell phone to silent. Do not text, email or call out.
- Defibrillator (AED): (1) First Aid Station, 1st floor, main entrance.
 - (2) 1st floor food court.
 - (3) 3rd floor client clinics.
 - (4) 4th floor hallway.

1. Emergency Alarm: 2-stage auditory alarm

- **MUST** leave the building when **FAST** alarm sounds / visual alarm flashes.
- Close doors behind you.
- **DO NOT** use elevator.
- Go to **NEAREST EXIT STAIRWELL** to wait for trained emergency professionals if you need assistance to evacuate.
- Move away from the building once outside.

2. Major medical or other emergency

- Dial 9-911 on college phone; 911 on cell phone.
- Call Security after calling 911.

3. Security

- 416-415-4000 or yellow emergency call box (non-urgent: ext. 8000).
- Security desk: 1st floor, main entrance.

4. First Aid

- 416-415-4000 (non-urgent: ext. 8000).
- First Aid Station: 1st floor, main entrance.

5. Hazards

- Report hazards in room or area to ext. 5365 (Facilities Help Desk).

Start your meeting / class with emergency preparedness

- 2-stage auditory alarm in this building.
 - ◆ Stage 1 – **SLOW** – alert stage: prepare to evacuate.
 - ◆ Stage 2 – **FAST** – evacuation stage: **MUST leave the building.**
- Visual alarm in some areas of the building.
- Emergency exit: **NEAREST EXIT STAIRWELL.**
- Designated waiting area if unable to evacuate: **NEAREST EXIT STAIRWELL.**
- Lockdown: Lock door. Lie on floor. Set cell phone to silent. Do not text, email or call out.
- Defibrillator (AED): Ryerson Health Centre.

1. Emergency Alarm: 2-stage auditory alarm

- **MUST** leave the building when **FAST** alarm sounds / visual alarm flashes.
- Close doors behind you.
- Exit using **NEAREST EXIT STAIRWELL.** Do not use elevator.
- Go to **NEAREST EXIT STAIRWELL** to wait for trained emergency professionals if you need assistance to evacuate.
- Move away from the building once outside.

2. Major medical or other emergency

- Dial 9-911 on college phone; 911 on cell phone.
- Call Security after calling 911.

3. Security

- 416-979-5000 ext. 5001 or 5040, or blue emergency pull station.
- Buttons located on Bell pay phones.
- Security desk: 111 Bond St.

4. First Aid

- 416-979-5040.
- First Aid Station: Rm 597 (photocopy room).

5. Hazards

- Report hazards in room or area to Security.

[As appropriate: Young Centre for Performing Arts
Sunnybrook Health Sciences Centre
Child Care Centre]

Start your meeting / class with emergency preparedness

- *[2-stage auditory alarm, if appropriate].*
- *[Visual alarm in some areas of building, if appropriate.]*
- Emergency exit: *[location].*
- Designated waiting area if unable to evacuate: *[location].*
- Lockdown: Lock door. Lie on floor. Set cell phone to silent. Do not text, email or call out.
- Defibrillator (AED): *[location].*

1. Emergency Alarm: [1-stage or 2-stage] auditory alarm

- **MUST** leave the building when *[if 2-stage, insert **FAST**]* alarm sounds *[insert if / visual alarm flashes, if appropriate].*
- Close doors behind you.
- Exit using *[emergency exit location]*. Do not use elevator.
- Go to *[designated waiting area location]* to wait for trained emergency professionals if you need assistance to evacuate.
- Move away from the building once outside.

2. Major medical or other emergency

- Dial *[number]* on internal phone; 911 on cell phone.
- Call Security after calling 911.

3. Security

- *[phone number]* or *[alternate method, such as emergency call box]*.
- Security desk: *[location]*.

4. First Aid

- *[phone number]*.
- First Aid Station: *[location]*.

5. Hazards

- Report hazards in room or area to *[phone number]*.

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2. Be aware of campus emergency systems and procedures.

Employers in Ontario have a responsibility to provide a safe place for all employees to work. George Brown College has established systems and procedures to help ensure everyone's safety on our campuses during an emergency. These include

- 24-Hour security service.
- **Take 5 for Safety** initiative.
- dial 9-911 on college phone system to contact emergency services.
- auditory alarm systems in all buildings.
- visual alarm systems in some areas of some buildings.
- yellow emergency call boxes to contact Security in all buildings on the St. James, Casa Loma and Waterfront campuses; blue emergency pull stations on the Ryerson campus.
- evacuation drills held annually each fall to test the alarm systems and evacuation procedures.
- signage inside elevators, outside elevators and at the yellow emergency call boxes about how to summon assistance.
- volunteer fire wardens.
- First Aid stations on the St. James, Casa Loma, Waterfront and Ryerson campuses.

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a. Emergency Information by Building

We recommend that faculty, continuing education instructors, staff and students ensure they are familiar with the information that follows as it pertains to the buildings where they work or learn (click on the links to jump directly to each table):

- location of emergency exit: **NEAREST EXIT STAIRWELL**. (All buildings)
- location of designated waiting area: **NEAREST EXIT STAIRWELL**. (All buildings)
- emergency phone numbers and contact information for your building. ([Table A-2](#))
- location of the 24-hour security desk for your campus. ([Table A-2](#))
- location of First Aid station on your campus. ([Table A-2](#))
- location of emergency call boxes or pull stations on your campus. ([Table A-3](#))

Emergency information for the **Young Centre for the Performing Arts, Sunnybrook Health Sciences Centre** and **George Brown College Childcare Centres** is specific to those centres. Emergency information is provided separately to staff and students using these buildings.

b. Emergency Call Boxes

[Table A-3](#) provides the location of the emergency call boxes or pull stations in each building, by campus.

St. James, Casa Loma and Waterfront Campuses

On the St. James, Casa Loma and Waterfront campuses, **YELLOW** emergency call boxes and emergency phones in the elevators allow you to contact Security directly.

These lines are monitored 24 hours a day, 7 days a week.

Security responds to all calls and will call for first aid or emergency services (911) backup if required.

Ryerson Campus

The Ryerson campus features **BLUE** emergency pull stations, similar to fire alarm pull stations.

c. Signage

All buildings feature signage posted inside each elevator, outside each elevator and beside the yellow emergency call boxes detailing how to communicate in the event of an emergency when verbal communication is impossible.

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Table A-2: Emergency Phone Numbers and Contact Information

FIRE • POLICE • AMBULANCE	DIAL 9-911 on college phone 911 on cell phone
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St. James Campus	416-415-5000	
Campus Manager	ext. 2363	SJA bldg, 200 King Street E, rm 209B
Security	416-415-4000 (non-urgent: ext. 8000)	SJA bldg, 200 King St E, front lobby
First Aid Centre	416-415-4000 (non-urgent: ext. 8000)	SJA bldg, 200 King Street E, rm 116
Evening Supervisor	ext. 2241	SJA bldg, 200 King Street E, rm 110
Maintenance	ext. 2110	SJA bldg, 200 King Street E, rm -103C

Casa Loma Campus	416-415-5000	
Security	416-415-4000 (non-urgent: ext. 8000)	E bldg, 146 Kendal Ave, front lobby
First Aid Centre	416-415-4000 (non-urgent: ext. 8000)	C bldg, 160 Kendal Ave, rm C227
Evening Supervisor	ext. 4527	C bldg, 160 Kendal Ave, rm C132
Campus Manager	ext. 4529	C bldg, 160 Kendal Ave, rm C134
Maintenance	ext. 4310	C bldg, 160 Kendal Ave, rm C132

Waterfront Campus 51 Dockside Drive	416-415-5000	
Security	416-415-4000 (non-urgent: ext. 8000)	1 st floor, main entrance
First Aid	416-415-4000 (non-urgent: ext. 8000)	1 st floor, main entrance

Ryerson Campus 99 Gerrard St E	416-415-5000	
Security	9-416-979-5000 ext. 5001/5040	111 Bond Street
First Aid	9-416-979-5000 ext. 5001/5040	99 Gerrard St E, rm 597

Occupational Health and Safety Manager	ext. 4799	500 Macpherson Ave, rm 101
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Table A-3: Location of Emergency Call Boxes by Campus

St. James Campus			
SJA bldg, 200 King St E		SJB bldg, 300 Adelaide St E	
Basement	NW corner	Basement	Outside rm B12
	N corridor	1 st floor	Opposite rm 134
1 st floor	N central entrance (accessibility door)	2 nd floor	Beside SE elevator
	First Aid Office		Inside women's change room, Rm 220
2 nd floor	NW exit STAIRWELL #2	3 rd floor	Beside SE elevator
3 rd floor	Near Rm 339E		Inside women's change room, 316
4 th floor	E elevator lobby	SE elevator	Inside on panel
	NW exit STAIRWELL #2	LCC elevator	Inside on panel
5 th floor	E elevator lobby	SW elevator	Inside on panel
	NW exit STAIRWELL #2	SJC bldg, 290 Adelaide St E	
6 th floor	Outside women's change room	1 st floor	Outside rm 113
			Outside rm 130
	Inside women's change room	2 nd floor	Outside rm 209
	E elevator lobby	3 rd floor	Outside rm 305
7 th floor	E elevator lobby	4 th floor	Outside rm 406 E
8 th floor	E elevator lobby	E elevator	Inside on panel
E elevators	Inside on panel	W elevator	Inside on panel
Central elevators	Inside on panel	SJE bldg, 230 Richmond St E	
LLC elevators	Inside on panel	SW corner	
Patio elevator	Inside on panel	SE corner	
SJD bldg, 215 King St E		Beside washrooms	
Basement		NE corner	
1 st floor		SJF bldg, 210 King St E	
2 nd floor		2 nd floor	
3 rd floor		SJG bldg, 193 King St E	
4 th floor		<i>[under construction - to be determined]</i>	
Elevator		(return to top)	

Table A-3: Location of Emergency Call Boxes by Campus (continued)

St. James Campus (continued)	
SJH bldg, 341 King St E	207 Adelaide St E
<i>[under construction - to be determined]</i>	Front door
264 Adelaide St E	Rear entrance
Basement	

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Casa Loma Campus			
B bldg, 175 Kendal Ave		C bldg, 160 Kendal Ave	
1 st floor	Outside mechanical room, B107	1 st floor	Outside C102, by exit #3
2 nd floor	Outside B204	2 nd floor	Outside C227, beside First Aid Office
			Across from women's washroom
3 rd floor	Outside B307	3 rd floor	Inside childcare
4 th floor	Outside B407	4 th floor	Beside women's washroom
Elevator	Inside on panel	5 th floor	Across from women's washroom
D bldg, 1 Dartnell Ave		Elevator	Inside on panel.
1 st floor	Outside D102, beside men's washroom	E bldg, 146 Kendal Ave	
2 nd floor	Outside D209, beside men's washroom	Basement	Outside E006, beside mechanical room
3 rd floor	Outside D341, beside women's washroom	2 nd floor	Outside E225, across from barrier-free elevator
Elevator	Inside on panel	3 rd floor	Outside E 325, across from barrier-free elevator
F bldg, 500 MacPherson Ave		4 th floor	Outside E419, across from barrier-free elevator
Basement	Outside Rm -107	Elevator 1	Inside on panel
1 st floor	Outside Rm F110, beside HR boardroom	Elevator 2	Inside on panel
Elevator	Inside on panel		

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Table A-3: Location of Emergency Call Boxes by Campus (continued)

Waterfront Campus	
51 Dockside Drive	
INTERNAL	
Concourse	West hallway, across from rm 005 East hallway, across from Student Services
Floor 1	Elevator lobby
Floors 2-7	Hallway, east of the elevator corridor Hallway, west of the elevator corridor
Library Learning Commons	Floor 5, south end facing the lake Floor 6, south end facing the lake
EXTERNAL	
Street level	<u>East</u> side of building, on the perimeter of the property, across from the entrance doors (yellow pillar and box) <u>South</u> side of building, on the perimeter of the property, across from the entrance door (yellow pillar and box)
7 th floor patio	On the pillar just outside doors
Ryerson Campus	
99 Gerrard St E	
5 th floor	
6 th floor	

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3. Know the alarm systems in the buildings you frequent.

a. Two Auditory Alarm Systems

George Brown College uses two auditory alarm systems. Different buildings use different systems. [Table A-4](#) lists the alarm systems in place at each building.

Everyone on campus should know which auditory alarm system is used in the buildings they visit regularly.

1-stage Auditory Alarm System

In buildings with a 1-stage auditory alarm system, upon hearing the alarm, occupants must leave the building immediately.

2-stage Auditory Alarm System

Stage 1: The **SLOW** alarm provides a warning that occupants should prepare to leave the building. Evacuation is not necessary, but you may leave the building if you choose to do so.

Stage 2: The **FAST** alarm signals immediate evacuation. Upon hearing the **FAST** alarm, occupants must leave the building immediately.

You can visit INSITE to hear the 2-stage alarm sounds. First, access INSITE from your computer. Then,

- Click on [Human Resources](#) on the left side of the screen.
- Go to [HR Services](#) and click on [Occupational Health and Safety](#).
- Go to Fire Safety.
- Scroll down to, for example, Occupant Fire Safety Plan Emergency Evacuation Instructions: 2 Stage - St. James.
 - ◆ Find the highlighted words **stage 1 alarm** and **stage 2 alarm**
 - ◆ Click on either **stage 1 alarm** or **stage 2 alarm** to hear the alarm sound.

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b. Visual Alarm Systems

As part of its ongoing commitment to safety and emergency preparedness, George Brown College is equipping buildings with a visual alarm system consisting of flashing strobe lights to help alert people who are Deaf, deafened and hard-of-hearing to an emergency situation.

[Table A-4](#) identifies the buildings that currently contain a visual alarm system.

- Note that visual alarm systems are not installed in every area of these buildings.

- Washrooms in these buildings are not equipped with visual alarms.

George Brown College is committed to increasing the coverage of its visual alarm systems as buildings are renovated or acquired.

One Type of Display

Individuals who rely on a visual alarm system, and who are located in a building with a **2-stage** auditory alarm system, should note that the flashing lights have only one type of display.

- The lights begin flashing at Stage 1, the **ALERT** stage of the auditory alarm.
- **The flash pattern stays the same when the auditory alarm proceeds to Stage 2, the EVACUATION stage.**
- On the 4th and 5th floors in SJA bldg, 200 King St E, an LED sign located in the main hallway of the building displays the stage of the auditory alarm and instructions.

Upon seeing the flashing visual alarm, individuals who rely on a visual alarm should leave the building immediately using the **NEAREST EXIT STAIRWELL**.

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Table A-4: Alarm Systems and Annunciator Panel Exits by Building

Building	Auditory Alarm System	Visual Alarm System	Annunciator Panel Exit
St James Campus			
SJA bldg, 200 King St E	1-stage	Yes	Main entrance, beside the bookstore
SJB bldg, 300 Adelaide St E	1-stage	Yes	Main entrance to 300 Adelaide St E
SJC bldg, 290 Adelaide St E	1-stage	No	
SJD bldg, 215 King St E	1-stage	Yes	Main entrance (north)
SJE bldg, 230 Richmond St E	1-stage	Yes	Main entrance to Starz building
SJF bldg, 210 King St E	1-stage	Yes	Main lobby, east wall
SJG bldg, 193 King St E	1-stage	Yes	Main entrance
SJH bldg, 341 King St E	1-stage	Yes	Main panel at front entrance.
207 Adelaide St E	1-stage	Yes	Main entrance
264 Adelaide St E	1-stage	No	Main entrance (basement level)
Casa Loma Campus			
B bldg, 175 Kendal Ave	1-stage	Yes	Main entrance on Kendal Ave
C bldg, 160 Kendal Ave	1-stage	Yes	Main entrance to 146 Kendal Ave
D bldg, 1 Dartnell Ave	1-stage	Yes	
E bldg, 146 Kendal Ave	1-stage	Yes	
500 MacPherson Ave	1-stage	No	Main entrance on MacPherson Ave
Waterfront Campus			
51 Dockside Dr	2-stage	Yes	Main entrance
Ryerson Campus			
99 Gerrard St E	2-stage	Yes	Main entrance

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4. Review the emergency evacuation instructions for your building.

Emergency and safety policies at George Brown College require everyone, including people with disabilities, to evacuate a building

- when the **alarm is activated** in a building with a **1-stage** alarm.
- when the **FAST (Stage 2) alarm** is activated in a building with a **2-stage** alarm.
- when the **lights are flashing** on a **visual alarm system**, for those who rely on a visual alarm.

In the event that an emergency requires evacuation, follow these four general instructions:

- Leave the building using the **NEAREST EXIT STAIRWELL**.
- **DO NOT** use elevators.
- Move to the **NEAREST EXIT STAIRWELL** if you need assistance to evacuate safely.
- Remain in a safe location if the nearest EXIT STAIRWELL is unsafe.

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a. Leave the building using the NEAREST EXIT STAIRWELL.

In an emergency, every EXIT STAIRWELL in every building serves as an emergency exit.

b. DO NOT use elevators.

Elevators are not to be used in an emergency.

c. Move to the NEAREST EXIT STAIRWELL if you need assistance to evacuate safely.

In each building, the nearest EXIT STAIRWELL on each floor serves as the designated waiting area for those who cannot evacuate without assistance.

People who need assistance to safely evacuate the building should move to the nearest EXIT STAIRWELL on that floor and wait on the landing inside the EXIT STAIRWELL for trained emergency professionals to safely evacuate them.

- If the nearest EXIT STAIRWELL is unsafe, a volunteer fire warden may be able to direct you to an alternate location to safely await trained emergency professionals.
- The volunteer fire warden will notify the emergency personnel stationed at the building's annunciator panel exit of the location where you are waiting.

Volunteer fire wardens are not trained emergency professionals. If you need assistance to evacuate safely, you must wait for trained emergency professionals to help you.

d. Remain in a safe location if the nearest EXIT STAIRWELL is unsafe.

In the event of an emergency where safe evacuation is not possible and the nearest EXIT STAIRWELL is unsafe, position yourself in a safe alternate location.

- If you can, notify the volunteer fire warden of your location.
- If that is not possible, dial 9-911 on the college phone or 911 on your cell phone to notify emergency personnel of your location.

If you are aware that someone is waiting for assistance to evacuate, once you are outside the building you should

- proceed to the building's annunciator panel exit.
- inform the college emergency personnel stationed there of the individual's exact location.

[Table A-4](#) lists the location of the annunciator panel exits for each building.

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B. Emergency Evacuation Procedures

George Brown College maintains a Fire Safety Plan that complies with the provisions of the Ontario Fire Code¹ and its amendments, and with the City of Toronto guidelines for the preparation of fire safety plans.

The Fire Safety Plan has been prepared jointly by the Occupational and Environmental Health & Safety Department and the Facilities Management Department, and approved by Toronto Fire Services. Additional information is available in the Fire Safety Plan for each campus located in the Campus Manager's office.

George Brown College is committed to communicating the Fire Safety Plan, and its associated emergency evacuation procedures, to our employees, students and community members.

Employees are responsible for reviewing the approved emergency evacuation procedures and instructions, as set out in the sections that follow, and for ensuring that they understand what they are to do in an emergency so they can act safely in accordance with the provisions outlined in our Fire Safety Plan.

- [Section B-1](#) sets out emergency evacuation procedures for [faculty](#), [continuing education instructors](#), [support staff and administration](#) for buildings with **1-stage auditory alarms**.
- [Section B-2](#) sets out emergency evacuation procedures for [faculty](#), [continuing education instructors](#), [support staff and administration](#) for buildings with **2-stage auditory alarms**.
- [Section B-3](#) provides emergency evacuation instructions for each building. These instructions can be
 - ◆ copied and distributed to students at the beginning of each semester.
 - ◆ posted in shared public spaces such as classrooms, meeting rooms or hallways.
 - ◆ posted at workstations.

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¹ Ontario Fire Code: Ontario Regulation 213/07, November 21, 2007.

1. Emergency Evacuation Procedures: 1-Stage Auditory Alarm

Table B-1: Buildings with 1-stage Auditory Alarm Systems

St James Campus	Casa Loma Campus
All Buildings	All Buildings
SJA bldg, 200 King St E	B bldg, 175 Kendal Ave
SJB bldg, 300 Adelaide St E	C bldg, 160 Kendal Ave
SJC bldg, 290 Adelaide St E	D bldg, 1 Dartnell Ave
SJD bldg, 215 King St E	E bldg, 146 Kendal Ave
SJE bldg, 230 Richmond St E	F bldg, 500 MacPherson Ave
SJF bldg, 210 King St E	
SJG bldg, 193 King St E	
SJH bldg, 341 King St E	
207 Adelaide St E	
264 Adelaide St E	

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a. For Faculty and Continuing Education Instructors (1-stage Auditory Alarm)

At the beginning of each semester

1. Distribute the Emergency Evacuation Instructions for the building to the class.
 - Click on the building address in [Table B-1](#) to jump directly to instructions for a specific building.
2. Review the evacuation instructions and routes with the students. Identify the **NEAREST EXIT STAIRWELL** as the emergency exit and designated waiting area for the building.
3. Explain that a volunteer fire warden on each floor can help direct them in an emergency situation. Fire wardens will be wearing identifying vests.
4. Describe the protocol for anyone who may need assistance to safely evacuate the building in an emergency:
 - Proceed to the **NEAREST EXIT STAIRWELL** on that floor. This is the designated waiting area.
 - Wait on the landing inside the EXIT STAIRWELL for trained emergency professionals to help with evacuation.

5. Inform students that first responders will check EXIT STAIRWELLS first for people who are waiting for assistance to evacuate.

At the beginning of each class

1. Review the **Take 5 for Safety** information for the building with the class.
 - Click on [Table A-1](#) then click on the building address to access this information for a specific building.

If you are IN CLASS when the alarm sounds

1. Shut down all equipment in the classroom or laboratory.
2. Evacuate students from the classroom, closing the door(s) of the room behind you.
3. Direct any student who needs assistance to safely evacuate the building to move to the **NEAREST EXIT STAIRWELL** for the floor.
 - Tell the student to wait on the landing inside the EXIT STAIRWELL for trained emergency professionals who will help them evacuate.
 - Tell the student that you will notify the college personnel stationed at the building's annunciator panel exit that the student is waiting for assistance to evacuate.
4. Escort students out of the building using the **NEAREST EXIT STAIRWELL**. Close all doors behind you.
5. Once outside, direct students to move away from the perimeter and adjacent areas of all alarmed buildings to provide clear access for emergency services.
6. Continue to follow emergency evacuation procedures until the evacuation is complete, the alarm is silenced and reset, and authorities give permission to re-enter the building.

If you are NOT IN CLASS when the alarm sounds

1. Leave the building using the **NEAREST EXIT STAIRWELL**.
2. Once outside, direct people away from the perimeter and adjacent areas of all alarmed buildings to provide clear access for emergency first responders.
3. Continue to follow emergency evacuation procedures until the evacuation is complete, the alarm is silenced and reset, and authorities give permission to re-enter the building.

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b. For Support Staff and Administration (1-stage Auditory Alarm)

If you have staff reporting to you

1. Review the college emergency and safety procedures, emergency evacuation instructions for the building, and evacuation routes
 - with new staff when they are hired.
 - at least once each year with all staff, before the end of September.

Click on

- [Appendix B-1](#) for a checklist you may find useful for this review.
 - [Table B-1](#), then click on the building address, to jump directly to instructions for a specific building.
2. Develop an individual emergency response plan by the end of September in each academic year for employees with disabilities who request such a plan.
 - [Section D](#) provides information on creating these plans.
 3. Review an employee's individual emergency response plan annually by the end of September.

When the alarm sounds

1. Ensure equipment in your area is shut down.
2. If someone cannot safely and independently evacuate the building, direct them or help them proceed to the **NEAREST EXIT STAIRWELL** for the floor, if it is safe to do so.
 - Tell them to wait on the landing inside the EXIT STAIRWELL for trained emergency professionals to help with evacuation.
 - Tell them you will notify the college emergency personnel stationed at the building's annunciator panel exit that they are waiting for assistance.
3. Leave the building using the **NEAREST EXIT STAIRWELL**. Close all doors behind you.
4. **DO NOT** use elevators.
5. Once outside, direct people away from the perimeter and adjacent areas of the building to provide clear access for first responders.
6. Follow the emergency evacuation procedures until the evacuation is complete, the alarm is silenced and reset, and authorities give permission to re-enter the building.

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2. Emergency Evacuation Procedures: 2-Stage Auditory Alarm

Table B-2: Buildings with 2-stage Auditory Alarm Systems

Waterfront Campus	Ryerson Campus
51 Dockside Drive	99 Gerrard St E

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a. For Faculty and Continuing Education Instructors (2-stage Auditory Alarm)

At the beginning of each semester

1. Distribute the Emergency Evacuation Instructions for the building to each class.
 - Click on the building address in [Table B-2](#) above to jump directly to instructions for a specific building.
2. Review the instructions and evacuation routes with the students. Identify the **NEAREST EXIT STAIRWELL** as the emergency exit and designated waiting area for the building.
3. Explain that a volunteer fire warden on each floor can help direct them in an emergency situation. Fire wardens will be wearing identifying vests.
4. Describe the protocol for anyone who may need assistance to safely evacuate the building:
 - Proceed to the **NEAREST EXIT STAIRWELL** on that floor. This is the designated waiting area.
 - Wait on the landing inside the EXIT STAIRWELL for trained emergency professionals to help with evacuation.
5. Inform students that first responders will check EXIT STAIRWELLS first for people who are waiting for assistance to evacuate.

At the beginning of each class

1. Review the **Take 5 for Safety** information for the building with the class.
 - Click on [Table A-1](#), and then click on the building address to access this information for a specific building

If you are IN CLASS when the SLOW alarm sounds (STAGE 1 - Alert)

1. Direct students to prepare to leave the building. They may leave the building if they choose to do so.

If you are IN CLASS when the FAST alarm sounds (STAGE 2 - Evacuate)

1. Shut down all equipment in the classroom or laboratory.
2. Evacuate students from the classroom, closing the door(s) of the room behind you.
3. Direct students who need assistance to evacuate the building to move to the **NEAREST EXIT STAIRWELL** for the floor.
 - Tell them to wait on the landing inside the EXIT STAIRWELL for trained emergency professionals who will help with evacuation.
 - Tell them that you will notify the college personnel stationed at the building's annunciator panel exit that they are waiting for assistance to evacuate.
4. Escort students out of the building using the **NEAREST EXIT STAIRWELL**.
5. Once outside, direct students to move away from the perimeter and adjacent areas of the building to provide clear access for first responders.
6. Continue to follow emergency evacuation procedures until the evacuation is complete, the alarm is silenced and reset, and authorities give permission to re-enter the building.

If you are NOT IN CLASS when the SLOW alarm sounds (STAGE 1 - Alert):

1. Prepare to leave the building. You may leave the building if you choose to do so.

If you are NOT IN CLASS when the FAST alarm sounds (STAGE 2 - Evacuate):

1. Leave the building using the **NEAREST EXIT STAIRWELL**. Close all doors behind you.
2. **DO NOT** use elevators.
3. Once outside, direct bystanders away from the perimeter and adjacent areas of the building to provide clear access for first responders.
4. Continue to follow emergency evacuation procedures until the evacuation is complete, the alarm is silenced and reset, and authorities give permission to re-enter the building.

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b. For Support Staff and Administration (2-stage Auditory Alarm)

If you have staff reporting to you

1. Review the emergency and safety procedures, emergency evacuation instructions for the building, and evacuation routes
 - with new staff when they are hired.
 - at least once each academic year with all staff, before the end of September.

Click on

- [Appendix B-1](#) for a checklist you may find useful for this review.
 - [Table B-2](#), and then on the building address to jump directly to instructions for a specific building.
2. Develop an individual emergency response plan by the end of September in each academic year for employees with disabilities who request such a plan.
 - [Section D](#) provides information on creating these plans.

Upon hearing the SLOW alarm (STAGE 1 - Alert)

1. Prepare to leave the building. You may leave the building if you choose to do so.

Upon hearing the FAST alarm (STAGE 2 - Evacuate)

1. Leave the building using the **NEAREST EXIT STAIRWELL**. Close all doors behind you.
2. **DO NOT** use elevators.
3. Once outside, move away from the perimeter and adjacent areas of the building to provide clear access for first responders.
4. Continue to follow the emergency evacuation procedures until the evacuation is complete, the alarm is silenced and reset, and authorities give permission to re-enter the building.

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3. Emergency Evacuation Instructions by Building

The following pages contain the emergency evacuation instructions for each building.

You can copy and distribute pages to students at the beginning of the semester, or post them at workstations or on bulletin boards in shared spaces such as classrooms, meeting rooms or public areas.

Use the building links in Table B-3 below to jump directly to the emergency evacuation instructions for a specific building.

Table B-3: Links to Emergency Evacuation Instructions by Building

St James Campus	Casa Loma Campus
SJA bldg, 200 King St E	B bldg, 175 Kendal Ave
SJB bldg, 300 Adelaide St E	C bldg, 160 Kendal Ave
SJC bldg, 290 Adelaide St E	D bldg, 1 Dartnell Ave
SJD bldg, 215 King St E	E bldg, 146 Kendal Ave
SJE bldg, 230 Richmond St E	F bldg, 500 MacPherson Ave
SJF bldg, 210 King St E	Waterfront Campus
SJG bldg, 193 King St E	51 Dockside Dr
SJH bldg, 341 King St E	Ryerson Campus
207 Adelaide St E	99 Gerrard St E
264 Adelaide St E	

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Emergency Evacuation Instructions

SJA bldg, 200 King St E

1-STAGE alarm	HEAR alarm	LEAVE building	Fire • Police • Ambulance 9-911
	See FLASHING alarm		

If you discover fire:

1. Leave fire area immediately. Close all doors.
2. Activate fire alarm Use the pull station.
3. Dial **9-911**. Report exact location of fire.
4. Leave building using **nearest exit stairwell**.
Use alternate if smoke in exit stairwell.
5. **DO NOT** use elevators.

If you hear alarm / see flashing alarm:

1. Leave building using **nearest exit stairwell**.
Use alternate if smoke in exit stairwell.
2. Close all doors.
3. **DO NOT** use elevators.

For emergency call, state:

1. Your name.
2. Location of emergency.
3. Nature of emergency.

If you need assistance to evacuate:

1. Go to designated waiting area: **nearest exit stairwell**.
2. Wait to be rescued. Remain calm.

If fire / heavy smoke prevents evacuation:

1. Close the door. Leave it unlocked.
2. Dial **9-911**. Report your location.
3. Crouch low to floor if smoke enters room.
4. Wait to be rescued. Remain calm.

Security	416-415-4000	Front Lobby, SJA bldg 200 King St E
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Exit using nearest exit stairwell

Designated waiting area: nearest exit stairwell

1-STAGE alarm	HEAR alarm	LEAVE building	Fire • Police • Ambulance 9-911
	See FLASHING alarm		

If you discover fire:

1. Leave fire area immediately. Close all doors.
2. Activate fire alarm Use the pull station.
3. Dial **9-911**. Report exact location of fire.
4. Leave building using **nearest exit stairwell**.
Use alternate if smoke in exit stairwell.
5. **DO NOT** use elevators.

If you hear alarm / see flashing alarm:

1. Leave building using **nearest exit stairwell**.
Use alternate if smoke in exit stairwell.
2. Close all doors.
3. **DO NOT** use elevators.

For emergency call, state:

1. Your name.
2. Location of emergency.
3. Nature of emergency.

If you need assistance to evacuate:

1. Go to designated waiting area: **nearest exit stairwell**.
2. Wait to be rescued. Remain calm.

If fire / heavy smoke prevents evacuation:

1. Close the door. Leave it unlocked.
2. Dial **9-911**. Report your location.
3. Crouch low to floor if smoke enters room.
4. Wait to be rescued. Remain calm.

Security	416-415-4000	Front Lobby, SJA bldg 200 King St E
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Exit using nearest exit stairwell

Designated waiting area: nearest exit stairwell

1-STAGE alarm	HEAR alarm	LEAVE building	Fire • Police • Ambulance 9-911
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If you discover fire:

1. Leave fire area immediately. Close all doors.
2. Activate fire alarm Use the pull station.
3. Dial **9-911**. Report exact location of fire.
4. Leave building using **nearest exit stairwell**.
Use alternate if smoke in exit stairwell.
5. **DO NOT** use elevators.

If you hear alarm:

1. Leave building using **nearest exit stairwell**.
Use alternate if smoke in exit stairwell.
2. Close all doors.
3. **DO NOT** use elevators.

For emergency call, state:

1. Your name.
2. Location of emergency.
3. Nature of emergency.

If you need assistance to evacuate:

1. Go to designated waiting area: **nearest exit stairwell**.
2. Wait to be rescued. Remain calm.

If fire / heavy smoke prevents evacuation:

1. Close the door. Leave it unlocked.
2. Dial **9-911**. Report your location.
3. Crouch low to floor if smoke enters room.
4. Wait to be rescued. Remain calm.

Security	416-415-4000	Front Lobby, SJA bldg 200 King St E
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Exit using nearest exit stairwell

Designated waiting area: nearest exit stairwell

1-STAGE alarm	HEAR alarm	LEAVE building	Fire • Police • Ambulance 9-911
	See FLASHING alarm		

If you discover fire:

1. Leave fire area immediately. Close all doors.
2. Activate fire alarm Use the pull station.
3. Dial **9-911**. Report exact location of fire.
4. Leave building using **nearest exit stairwell**.
Use alternate if smoke in exit stairwell.
5. **DO NOT** use elevators.

If you hear alarm / see flashing alarm:

1. Leave building using **nearest exit stairwell**.
Use alternate if smoke in exit stairwell.
2. Close all doors.
3. **DO NOT** use elevators.

For emergency call, state:

1. Your name.
2. Location of emergency.
3. Nature of emergency.

If you need assistance to evacuate:

1. Go to designated waiting area: **nearest exit stairwell**.
2. Wait to be rescued. Remain calm.

If fire / heavy smoke prevents evacuation:

1. Close the door. Leave it unlocked.
2. Dial **9-911**. Report your location.
3. Crouch low to floor if smoke enters room.
4. Wait to be rescued. Remain calm.

Security	416-415-4000	Front Lobby, SJA bldg 200 King St E
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Exit using nearest exit stairwell

Designated waiting area: nearest exit stairwell

1-STAGE alarm	HEAR alarm	LEAVE building	Fire • Police • Ambulance 9-911
	See FLASHING alarm		

If you discover fire:

1. Leave fire area immediately. Close all doors.
2. Activate fire alarm Use the pull station.
3. Dial **9-911**. Report exact location of fire.
4. Leave building using **nearest exit stairwell**.
Use alternate if smoke in exit stairwell.
5. **DO NOT** use elevators.

If you hear alarm / see flashing alarm:

1. Leave building using **nearest exit stairwell**.
Use alternate if smoke in exit stairwell.
2. Close all doors.
3. **DO NOT** use elevators.

For emergency call, state:

1. Your name.
2. Location of emergency.
3. Nature of emergency.

If you need assistance to evacuate:

1. Go to designated waiting area: **nearest exit stairwell**.
2. Wait to be rescued. Remain calm.

If fire / heavy smoke prevents evacuation:

1. Close the door. Leave it unlocked.
2. Dial **9-911**. Report your location.
3. Crouch low to floor if smoke enters room.
4. Wait to be rescued. Remain calm.

Security	416-415-4000	Front Lobby, SJA bldg 200 King St E
-----------------	---------------------	--

Exit using nearest exit stairwell

Designated waiting area: nearest exit stairwell

1-STAGE alarm	HEAR alarm	LEAVE building	Fire • Police • Ambulance 9-911
	See FLASHING alarm		

If you discover fire:

1. Leave fire area immediately. Close all doors.
2. Activate fire alarm Use the pull station.
3. Dial **9-911**. Report exact location of fire.
4. Leave building using **nearest exit stairwell**.
Use alternate if smoke in exit stairwell.
5. **DO NOT** use elevators.

If you hear alarm / see flashing alarm:

1. Leave building using **nearest exit stairwell**.
Use alternate if smoke in exit stairwell.
2. Close all doors.
3. **DO NOT** use elevators.

For emergency call, state:

1. Your name.
2. Location of emergency.
3. Nature of emergency.

If you need assistance to evacuate:

1. Go to designated waiting area: **nearest exit stairwell**.
2. Wait to be rescued. Remain calm.

If fire / heavy smoke prevents evacuation:

1. Close the door. Leave it unlocked.
2. Dial **9-911**. Report your location.
3. Crouch low to floor if smoke enters room.
4. Wait to be rescued. Remain calm.

Security	416-415-4000	Front Lobby, SJA bldg 200 King St E
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Exit using nearest exit stairwell

Designated waiting area: nearest exit stairwell

1-STAGE alarm	HEAR alarm	LEAVE building	Fire • Police • Ambulance 9-911
	See FLASHING alarm		

If you discover fire:

1. Leave fire area immediately. Close all doors.
2. Activate fire alarm Use the pull station.
3. Dial **9-911**. Report exact location of fire.
4. Leave building using **nearest exit stairwell**.
Use alternate if smoke in exit stairwell.
5. **DO NOT** use elevators.

If you hear alarm / see flashing alarm:

1. Leave building using **nearest exit stairwell**.
Use alternate if smoke in exit stairwell.
2. Close all doors.
3. **DO NOT** use elevators.

For emergency call, state:

1. Your name.
2. Location of emergency.
3. Nature of emergency.

If you need assistance to evacuate:

1. Go to designated waiting area: **nearest exit stairwell**.
2. Wait to be rescued. Remain calm.

If fire / heavy smoke prevents evacuation:

1. Close the door. Leave it unlocked.
2. Dial **9-911**. Report your location.
3. Crouch low to floor if smoke enters room.
4. Wait to be rescued. Remain calm.

Security	416-415-4000	Front Lobby, SJA bldg 200 King St E
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Exit using nearest exit stairwell

Designated waiting area: nearest exit stairwell

1-STAGE alarm	HEAR alarm	LEAVE building	Fire • Police • Ambulance 9-911
	See FLASHING alarm		

If you discover fire:

1. Leave fire area immediately. Close all doors.
2. Activate fire alarm Use the pull station.
3. Dial **9-911**. Report exact location of fire.
4. Leave building using **nearest exit stairwell**.
Use alternate if smoke in exit stairwell.
5. **DO NOT** use elevators.

If you hear alarm / see flashing alarm:

1. Leave building using **nearest exit stairwell**.
Use alternate if smoke in exit stairwell.
2. Close all doors.
3. **DO NOT** use elevators.

For emergency call, state:

4. Your name.
5. Location of emergency.
6. Nature of emergency.

If you need assistance to evacuate:

1. Go to designated waiting area: **nearest exit stairwell**.
2. Wait to be rescued. Remain calm.

If fire / heavy smoke prevents evacuation:

1. Close the door. Leave it unlocked.
2. Dial **9-911**. Report your location.
3. Crouch low to floor if smoke enters room.
4. Wait to be rescued. Remain calm.

Security	416-415-4000	Front Lobby, SJA bldg 200 King St E
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Exit using nearest exit stairwell

Designated waiting area: nearest exit stairwell

1-STAGE alarm	HEAR alarm	LEAVE building	Fire • Police • Ambulance 9-911
	See FLASHING alarm		

If you discover fire:

1. Leave fire area immediately. Close all doors.
2. Activate fire alarm Use the pull station.
3. Dial **9-911**. Report exact location of fire.
4. Leave building using **nearest exit stairwell**.
Use alternate if smoke in exit stairwell.
5. **DO NOT** use elevators.

If you hear alarm / see flashing alarm:

1. Leave building using **nearest exit stairwell**.
Use alternate if smoke in exit stairwell.
2. Close all doors.
3. **DO NOT** use elevators.

For emergency call, state:

1. Your name.
2. Location of emergency.
3. Nature of emergency.

If you need assistance to evacuate:

1. Go to designated waiting area: **nearest exit stairwell**.
2. Wait to be rescued. Remain calm.

If fire / heavy smoke prevents evacuation:

1. Close the door. Leave it unlocked.
2. Dial **9-911**. Report your location.
3. Crouch low to floor if smoke enters room.
4. Wait to be rescued. Remain calm.

Security	416-415-4000	Front Lobby, SJA bldg 200 King St E
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Exit using nearest exit stairwell

Designated waiting area: nearest exit stairwell

1-STAGE alarm	HEAR alarm	LEAVE building	Fire • Police • Ambulance 9-911
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If you discover fire:

1. Leave fire area immediately. Close all doors.
2. Activate fire alarm Use the pull station.
3. Dial **9-911**. Report exact location of fire.
4. Leave building using **nearest exit stairwell**.
Use alternate if smoke in exit stairwell.
5. **DO NOT** use elevators.

If you hear alarm:

1. Leave building using **nearest exit stairwell**.
Use alternate if smoke in exit stairwell.
2. Close all doors.
3. **DO NOT** use elevators.

For emergency call, state:

1. Your name.
2. Location of emergency.
3. Nature of emergency.

If you need assistance to evacuate:

1. Go to designated waiting area: **nearest exit stairwell**.
2. Wait to be rescued. Remain calm.

If fire / heavy smoke prevents evacuation:

1. Close the door. Leave it unlocked.
2. Dial **9-911**. Report your location.
3. Crouch low to floor if smoke enters room.
4. Wait to be rescued. Remain calm.

Security	416-415-4000	Front Lobby, SJA bldg 200 King St E
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Exit using nearest exit stairwell

Designated waiting area: nearest exit stairwell

1-STAGE alarm	HEAR alarm	LEAVE building	Fire • Police • Ambulance 9-911
	See FLASHING alarm		

If you discover fire:

1. Leave fire area immediately. Close all doors.
2. Activate fire alarm Use the pull station.
3. Dial **9-911**. Report exact location of fire.
4. Leave building using **nearest exit stairwell**.
Use alternate if smoke in exit stairwell.
5. **DO NOT** use elevators.

If you hear alarm / see flashing alarm:

1. Leave building using **nearest exit stairwell**.
Use alternate if smoke in exit stairwell.
2. Close all doors.
3. **DO NOT** use elevators.

For emergency call, state:

1. Your name.
2. Location of emergency.
3. Nature of emergency.

If you need assistance to evacuate:

3. Go to designated waiting area: **nearest exit stairwell**.
4. Wait to be rescued. Remain calm.

If fire / heavy smoke prevents evacuation:

1. Close the door. Leave it unlocked.
2. Dial **9-911**. Report your location.
3. Crouch low to floor if smoke enters room.
4. Wait to be rescued. Remain calm.

Security	416-415-4000	Front Lobby, E bldg 146 Kendal Avenue
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Exit using nearest exit stairwell

Designated waiting area: nearest exit stairwell

1-STAGE alarm	HEAR alarm	LEAVE building	Fire • Police • Ambulance 9-911
	See FLASHING alarm		

If you discover fire:

1. Leave fire area immediately. Close all doors.
2. Activate fire alarm Use the pull station.
3. Dial **9-911**. Report exact location of fire.
4. Leave building using **nearest exit stairwell**.
Use alternate if smoke in exit stairwell.
5. **DO NOT** use elevators.

If you hear alarm / see flashing alarm:

1. Leave building using **nearest exit stairwell**.
Use alternate if smoke in exit stairwell.
2. Close all doors.
3. **DO NOT** use elevators.

For emergency call, state:

1. Your name.
2. Location of emergency.
3. Nature of emergency.

If you need assistance to evacuate:

1. Go to designated waiting area: **nearest exit stairwell**.
2. Wait to be rescued. Remain calm.

If fire / heavy smoke prevents evacuation:

1. Close the door. Leave it unlocked.
2. Dial **9-911**. Report your location.
3. Crouch low to floor if smoke enters room.
4. Wait to be rescued. Remain calm.

Security	416-415-4000	Front Lobby, E bldg 146 Kendal Avenue
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Exit using nearest exit stairwell

Designated waiting area: nearest exit stairwell

Emergency Evacuation Instructions

D bldg, 1 Dartnell Ave

1-STAGE alarm	HEAR alarm	LEAVE building	Fire • Police • Ambulance 9-911
	See FLASHING alarm		

If you discover fire:

1. Leave fire area immediately. Close all doors.
2. Activate fire alarm Use the pull station.
3. Dial **9-911**. Report exact location of fire.
4. Leave building using **nearest exit stairwell**.
Use alternate if smoke in exit stairwell.
5. **DO NOT** use elevators.

If you hear alarm / see flashing alarm:

1. Leave building using **nearest exit stairwell**.
Use alternate if smoke in exit stairwell.
2. Close all doors.
3. **DO NOT** use elevators.

For emergency call, state:

1. Your name.
2. Location of emergency.
3. Nature of emergency.

If you need assistance to evacuate:

1. Go to designated waiting area: **nearest exit stairwell**.
2. Wait to be rescued. Remain calm.

If fire / heavy smoke prevents evacuation:

1. Close the door. Leave it unlocked.
2. Dial **9-911**. Report your location.
3. Crouch low to floor if smoke enters room.
4. Wait to be rescued. Remain calm.

Security	416-415-4000	Front Lobby, E bldg 146 Kendal Avenue
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Exit using nearest exit stairwell

Designated waiting area: nearest exit stairwell

1-STAGE alarm	HEAR alarm	LEAVE building	Fire • Police • Ambulance 9-911
	See FLASHING alarm		

If you discover fire:

1. Leave fire area immediately. Close all doors.
2. Activate fire alarm Use the pull station.
3. Dial **9-911**. Report exact location of fire.
4. Leave building using **nearest exit stairwell**.
Use alternate if smoke in exit stairwell.
5. **DO NOT** use elevators.

If you hear alarm / see flashing alarm:

1. Leave building using **nearest exit stairwell**.
Use alternate if smoke in exit stairwell.
2. Close all doors.
3. **DO NOT** use elevators.

For emergency call, state:

1. Your name.
2. Location of emergency.
3. Nature of emergency.

If you need assistance to evacuate:

1. Go to designated waiting area: **nearest exit stairwell**.
2. Wait to be rescued. Remain calm.

If fire / heavy smoke prevents evacuation:

1. Close the door. Leave it unlocked.
2. Dial **9-911**. Report your location.
3. Crouch low to floor if smoke enters room.
4. Wait to be rescued. Remain calm.

Security	416-415-4000	Front Lobby, E bldg 146 Kendal Avenue
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Exit using nearest exit stairwell

Designated waiting area: nearest exit stairwell

1-STAGE alarm	HEAR alarm	LEAVE building	Fire • Police • Ambulance 9-911
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If you discover fire:

1. Leave fire area immediately. Close all doors.
2. Activate fire alarm Use the pull station.
3. Dial **9-911**. Report exact location of fire.
4. Leave building using **nearest exit stairwell**.
Use alternate if smoke in exit stairwell.
5. **DO NOT** use elevators.

If you hear alarm:

1. Leave building using **nearest exit stairwell**.
Use alternate if smoke in exit stairwell.
2. Close all doors.
3. **DO NOT** use elevators.

For emergency call, state:

1. Your name.
2. Location of emergency.
3. Nature of emergency.

If you need assistance to evacuate:

1. Go to designated waiting area: **nearest exit stairwell**.
2. Wait to be rescued. Remain calm.

If fire / heavy smoke prevents evacuation:

1. Close the door. Leave it unlocked.
2. Dial **9-911**. Report your location.
3. Crouch low to floor if smoke enters room.
4. Wait to be rescued. Remain calm.

Security	416-415-4000	Front Lobby, E bldg 146 Kendal Avenue
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Exit using nearest exit stairwell

Designated waiting area: nearest exit stairwell

2-STAGE alarm	Hear SLOW alarm	ALERT stage	Prepare to leave	Fire • Police Ambulance Dial 9-911
	Hear FAST alarm See FLASHING alarm	EVACUATION stage	LEAVE building	

If you discover fire:

1. Leave fire area immediately. Close all doors.
2. Activate fire alarm Use the pull station.
3. Dial **9-911**. Report exact location of fire.
4. Leave building using **nearest exit stairwell**.
Use alternate if smoke in exit stairwell.
5. **DO NOT** use elevators.

If you hear FAST alarm / see flashing alarm:

1. Leave building using **nearest exit stairwell**.
Use alternate if smoke in exit stairwell.
2. Close all doors.
3. **DO NOT** use elevators.

For emergency call, state:

1. Your name.
2. Location of emergency.
3. Nature of emergency.

If you need assistance to evacuate:

1. Go to designated waiting area: **nearest exit stairwell**.
2. Wait to be rescued. Remain calm.

If fire / heavy smoke prevents evacuation:

1. Close the door. Leave it unlocked.
2. Dial **9-911**. Report your location.
3. Crouch low to floor if smoke enters room.
4. Wait to be rescued. Remain calm.

Security	416-415-4000	Main Entrance
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Exit using nearest exit stairwell

Designated waiting area: nearest exit stairwell

2-STAGE alarm	Hear SLOW alarm	ALERT stage	Prepare to leave	Fire • Police Ambulance Dial 9-911
	Hear FAST alarm See FLASHING alarm	EVACUATION stage	LEAVE building	

If you discover fire:

1. Leave fire area immediately. Close all doors.
2. Activate fire alarm Use the pull station.
3. Dial **9-911**. Report exact location of fire.
4. Leave building using **nearest exit stairwell**.
Use alternate if smoke in exit stairwell.
5. **DO NOT** use elevators.

If you hear FAST alarm / see flashing alarm:

1. Leave building using **nearest exit stairwell**.
Use alternate if smoke in exit stairwell.
2. Close all doors.
3. **DO NOT** use elevators.

For emergency call, state:

1. Your name.
2. Location of emergency.
3. Nature of emergency.

If you need assistance to evacuate:

1. Go to designated waiting area: **nearest exit stairwell**.
2. Wait to be rescued. Remain calm.

If fire / heavy smoke prevents evacuation:

1. Close the door. Leave it unlocked.
2. Dial **9-911**. Report your location.
3. Crouch low to floor if smoke enters room.
4. Wait to be rescued. Remain calm.

Security	9-416-979-5000 ext. 5001/5040	111 Bond St
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Exit using nearest exit stairwell

Designated waiting area: nearest exit stairwell

Appendix B-1: Emergency Preparedness Checklist for Managers

Review these emergency preparedness elements with your employees at least once each academic year by the end of September.

Emergency Preparedness Element	Date reviewed
Start each meeting / class with Take 5 for Safety .	
Dial 9-911 to contact emergency services directly.	
Type of auditory alarm in your building: _____	
Is there a visual alarm system in your building? _____	
Emergency exit: NEAREST EXIT STAIRWELL .	
Designated waiting area: NEAREST EXIT STAIRWELL on your floor.	
Emergency Evacuation Instructions for your building. (Section B-3)	
Emergency Lockdown Procedures (Section C)	
First Aid station for your building: ext. _____ Location _____	
24-hour security desk: ext. _____ Location _____	
Nearest emergency call box (contacts Security): Location: _____ <i>Note: Call boxes are yellow at St. James, Casa Loma and Waterfront campuses; pull stations are blue at Ryerson campus.</i>	
Signage inside elevators, outside elevators and near emergency call boxes providing information about how to summon assistance.	
Opportunity for employees with disabilities to have an individual emergency response plan put in place.	

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C. Emergency Lockdown Procedures

If George Brown College becomes aware of an active threat, a lockdown situation may be initiated. An active threat is defined as the expressed potential for a harmful event, such as an attack, to occur.

George Brown College uses two lockdown procedures.

1. Two Lockdown Procedures

a. Perimeter Lockdown

Perimeter lockdown keeps occupants contained in a building while permitting them to move within the building.

Perimeter lockdown will be initiated when an event occurs outside a building that poses a safety risk to occupants. A perimeter lockdown restricts access or exit to a building, but allows occupants to move within the building.

- In some situations, this may include securing exterior doors and monitoring entrances to allow access or exit only to people authorized by Campus Security.

Directions for building occupants and the all-clear signal will be broadcast using the public address feature of the phone system in all buildings, and will be shown on the flat screen monitors mounted in some hallways of some buildings.

b. Lockdown

Lockdown is an extreme action to provide safety for students, faculty and staff. During a lockdown, occupants are restricted from moving around the building. No one is to leave the room, answer the door, or allow anyone to enter or leave the room or the building itself.

- Faculty, continuing education instructors and staff are expected to
 - ◆ close and secure the doors to their classrooms or offices.
 - ◆ cover all window openings in the room, if possible.
 - ◆ turn off the lights.
 - ◆ direct people in the room to lie on the floor and stay away from the windows.

Directions for building occupants and the all-clear signal will be broadcast using the public address feature of the phone system in all buildings, and will be shown on the flat screen monitors mounted in some hallways of some buildings.

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2. Ban on Use of Cellular Devices

During any lockdown situation, please follow this protocol for cell phones and any other electronic handheld device:

- **DO NOT CALL or EMAIL or TEXT OUT.** Using a cellular device may jam transmission towers and prevent communication between Campus Security and emergency services personnel.
- **SET YOUR CELLULAR DEVICE TO 'SILENT.'** The ringing or vibrating of your phone may put you at direct risk by signaling your location.

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Emergency Lockdown Instructions

All Buildings

Perimeter Lockdown	<ol style="list-style-type: none">1. Remain inside the building.2. Wait for the all-clear signal.	<p>DO NOT CALL or EMAIL or TEXT OUT on your cellular device.</p>
Lockdown	<ol style="list-style-type: none">1. Remain in the room.2. Close and secure the doors.3. Cover all window openings, if possible.4. Turn off the lights.5. Lie on the floor.6. Stay away from the windows.7. Set cellular device to SILENT.8. Wait for the all-clear signal.	<p>DO NOT CALL or EMAIL or TEXT OUT on your cellular device.</p> <p>DO NOT answer the door.</p> <p>DO NOT allow anyone to enter or leave the room.</p>

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D. Supporting Employees with Disabilities in Emergencies

Employers have a responsibility to provide a safe place for all employees to work, including employees with disabilities. Workplace emergency preparedness and planning are important in meeting this responsibility.

Section 27 of Ontario Regulation 191/11 sets out employer responsibilities in this regard as follows:

Workplace Emergency Response Information

- (1) Every employer shall provide individualized workplace emergency response information to employees with disabilities, if the disability is such that the individualized information is necessary and the employer is aware of the need for accommodation due to the employee's disability.*
 - (2) If an employee who receives individualized workplace emergency response information requires assistance and with the employee's consent, the employer shall provide the workplace emergency response information to the person designated by the employer to provide assistance to the employee.*
 - (3) Employers shall provide the information required under this section as soon as practicable after the employer becomes aware of the need for accommodation due to the employee's disability.*
 - (4) Every employer shall review the individualized workplace emergency response information,*
 - a) when the employee moves to a different location in the organization;*
 - b) when the employee's overall accommodations needs or plans are reviewed; and*
 - c) when the employer reviews its general emergency response policies.*
 - (5) Every employer shall meet the requirements of this section by January 1, 2012.²*
-

A crisis situation affects everyone differently. George Brown College recognizes that people with disabilities may require additional measures in order to alert them to an emergency or safely evacuate them from a building. Careful consideration of the unique needs of employees with disabilities must be factored into planning emergency response procedures.

In emergency situations, employees with disabilities may require individual accommodations to take into account the nature of their disability. For example:

- Employees who are Deaf, deafened or hard of hearing may not have the ability to hear auditory alarm systems or spoken instructions.
- An employee who is blind or has low vision may not have the ability to visually identify escape routes, directional information, objects or hazards, or read posted instructions or signage.

²O. Reg. 191/11 (s.27).

- An employee who has a physical/mobility disability may not have the ability to independently leave the workplace, use the stairs, open doors or lie down on the floor.
- An employee who has a speech/language disability, such as difficulty with articulation, voice strength, language expression or total loss of speech, may not have the ability to communicate clearly in an emergency situation.
- An employee with a disability may need additional time or assistance to respond to an order to evacuate as a result of their disability and the characteristics of the emergency.

Individual accommodations to address circumstances like these need to be considered at the outset when developing emergency response plans.

This section outlines procedures for supporting people with disabilities located on any of our campuses during an emergency. Information is provided for

- managers who may need to put an individual emergency response plan in place for employees with disabilities who request such a plan.
- employees with disabilities who are looking for information about how they can be supported safely in an emergency.

Information relating to emergency and safety procedures must be made available in an appropriate alternative format to employees with disabilities upon their request.

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1. An employee with a disability must self-identify.

George Brown College asks all employees, including those with disabilities, who may need assistance in an emergency to identify themselves to the college. Twice a year, the college will ask all employees whether they require assistance in an emergency.

- Self-identification is voluntary; the purpose of the request is to gather information to provide safe assistance should an emergency occur.
- For employees, self-identification means informing their manager that they would like an individual emergency response plan to be put in place.

Once an employee has self-identified with his or her manager, the manager will then work with the employee to develop an individual emergency response plan that includes, as appropriate, specific information about

- means of communication.
- evacuation procedures.
- assistance during a lockdown.

[Appendix D-1](#) provides a summary of the process for managers.

[Appendix D-2](#) provides a summary of the process for employees with disabilities.

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2. Review college policies for assisting others in an emergency.

George Brown College has established policies around the protocol for providing assistance to others during an emergency:

- No member of the college community should put himself or herself at risk at any time.
- People who cannot independently and safely leave a building should **NOT** be evacuated by volunteers. They should wait for trained emergency professionals to help with evacuation.

a. Clarifying the role of volunteer fire wardens

A network of volunteer fire wardens is in place at George Brown College to provide general assistance in the event of an emergency.

In an emergency requiring evacuation, the role of fire wardens is to

- conduct a thorough search of their designated floor area to ensure all building occupants are alerted to the emergency.
- direct people to leave the building immediately using the **NEAREST EXIT STAIRWELL**.
- direct people who need assistance in evacuating the building to the designated waiting area – the **NEAREST EXIT STAIRWELL** on that floor – if it is safe to do so.
- notify college emergency personnel stationed at the building's annunciator panel exit of the exact location of people needing help with evacuation.

Volunteer fire wardens do not have the professional training to physically evacuate people during an emergency. People who need this assistance must wait for trained emergency professionals to help with evacuation.

[Section D](#) provides more information about volunteer fire wardens at George Brown College.

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3. Address the individual needs of employees with disabilities.

Should an emergency occur, employees with disabilities may need specific assistance as a result of the nature of their disability or the circumstances of the emergency. Managers will need to address the needs of such employees individually.

- Focusing on understanding the kinds of barriers that employees with disabilities can anticipate during an emergency situation will help inform managers about the individual accommodations that may be necessary to ensure the employee's safety.
- Everyone needs to be engaged in this process. Invite the employee with a disability to express any specific needs they think may arise during an emergency.

The guidelines that follow offer some suggestions about factors to consider when drawing up an individual emergency response plan for employees with disabilities.

a. Deaf, deafened or hard of hearing employees

Deaf, deafened or hard of hearing employees may not hear auditory emergency alarms. Even though many buildings on campus are equipped with a visual alarm (flashing strobe lights) in some areas, these employees will need an alternative method of communication to alert them to an emergency situation, particularly if they are located in an area where they may be isolated and there is no visual alarm.

b. Deafblind employees

Deafblind employees may not hear auditory emergency alarms and may not be able to see visual alarms such as flashing lights. These employees will need an alternative method of communication to alert them to an emergency situation.

c. Employees with learning disabilities

Employers have a responsibility to ensure that all employees are familiar with the procedures and protocol to be followed in an emergency situation.

While many employees with learning disabilities may not need an individual emergency response plan, they may need to have emergency response information provided to them in an accessible format.

Some employees with learning disabilities may require that this information be provided in plain language, or in a format that allows them to use assistive devices such as text-to-voice software.

d. Employees with physical/mobility disabilities

Although some employees with physical/mobility disabilities may use a wheelchair, scooter or other mobility device, some may not. In either case, they may not be able to safely and independently leave the building if an evacuation is required, and they may need assistance in moving to the designated waiting area, where they are to wait for trained emergency professionals to help with evacuation. They may have difficulty in complying with a directive to lie on the floor in a lockdown situation, and may need to identify a safe alternative.

e. Employees with speech/language disabilities

Employees with speech/language disabilities may not have the ability to articulate important information during an emergency situation. In these circumstances, they may need an alternative method of communication.

f. Employees who are blind or have low vision

Employees who are blind or have low vision will be familiar with their immediate workplace surroundings and their frequently traveled routes. If the route to be taken in an emergency is different from the commonly traveled routes, these employees may need assistance in navigating the emergency route.

One common accommodation is for a volunteer to offer to escort the employee along the emergency route, communicating as necessary to assure safe evacuation.

g. Employees who use service animals

Ask employees who use service animals about their preferences regarding how their service animal should be handled or evacuated in an emergency situation. They should also outline how they can best be helped if their service animal becomes hesitant or disoriented during an emergency. Ensure that information about service animals is recorded in the employee's individual emergency response plan.

h. Employees with other disabilities

Under the ***Accessibility for Ontarians with Disabilities Act, 2005***, employees with temporary disabilities or disabilities as a result of chronic medical conditions have the right to request that an individual emergency response plan be developed.

Employees with temporary disabilities such as broken bones, illness, trauma or recent surgery can experience difficulty in following an order to evacuate. These employees have the right to have an individual emergency response plan put in place for the duration of their disability.

Employees with chronic conditions, such as, for example, arthritis, rheumatism, diseases of the heart or lungs, seizure disorders, or neurological diseases with a resulting lack of coordination, have the right to, if they self-identify, have an individual emergency response plan developed.

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4. Create an individual emergency response plan with the employee.

a. Identify the components of the individual emergency response plan.

An employee's individual emergency response plan should include

- the specific protocol for assisting with the safe evacuation of the employee.
- the designated waiting area where the employee should wait for trained emergency professionals to assist with evacuation: **The NEAREST EXIT STAIRWELL on each floor serves as the designated waiting area in an emergency.**
- how college emergency personnel stationed at the building's annunciator panel exit will be notified that the employee is waiting for assistance to evacuate.
- the method of communication in an emergency, if applicable.
- the specific safety protocol to be followed in a lockdown situation, if it would be different from the general protocol to be followed by all employees.

b. Consult with the Manager, Occupational Health and Safety.

Once an employee with a disability self-identifies by requesting an individual emergency response plan, his or her manager should consult with the Manager, Occupational Health and Safety, to help develop the plan in consultation with the employee. This will help ensure that the employee's individual emergency response plan will align with existing college emergency policies and procedures.

- Manager, Occupational Health and Safety: ext. 4799.

c. Consider establishing a volunteer support team.

If an employee with a disability has an individual workplace emergency response plan that specifies that assistance will be required in an emergency situation, the legislation makes it clear that it is the college's responsibility to designate someone to provide that assistance:

(2) If an employee who receives individualized workplace emergency response information requires assistance and with the employee's consent, the employer shall provide the workplace emergency response information to the person designated by the employer to provide assistance to the employee.³

To satisfy this legislative requirement, and with the employee's consent, you may find it helpful to set up a volunteer support team, separate from the system of volunteer fire wardens at George Brown College, to provide the required assistance. A team approach will help provide continuity when members of the support team are absent.

³ From Section 27.

It is important to understand that an employer cannot force employees to be part of a support team. Support teams should be made up of volunteers who want to be part of the team.

It is rare for co-workers to decline creating a support team for an employee with a disability. However, if no one volunteers in this capacity, you will need to contact the Manager, Occupational Health and Safety, who will work with you and the employee with a disability to designate someone who can provide the required assistance.

Role of the Volunteer Support Team

It's important that everyone involved understand the role of the volunteer support team. George Brown College does not want any member of the college community to put himself or herself in danger during an emergency situation.

If an employee with a disability cannot safely and independently leave the building in an emergency requiring evacuation, the role of support team members is to

- escort the employee to the **NEAREST EXIT STAIRWELL** (designated waiting area) for the floor, if it is safe to do so, where the employee should wait for trained emergency professionals to help with evacuation.
- leave the building by the **NEAREST EXIT STAIRWELL**.
- proceed to the building's annunciator panel exit.
- notify college emergency personnel stationed there of the location of the employee needing help with evacuation.

It is **NOT** the role of the volunteer support team to physically evacuate an employee who cannot independently and safely leave the building.

In other circumstances, where an employee with a disability is physically capable of evacuating the building but requires a different type of support in an evacuation, a support team member might, for example,

- guide an employee who is blind or has low vision along the emergency evacuation route to the **NEAREST EXIT STAIRWELL** and down the stairs.
- alert an employee who is Deaf, deafened or hard-of-hearing that an auditory alarm has sounded when there is no visual alarm in the vicinity.
- help an employee who has a speech/language disability communicate his or her needs during the emergency.
- etc.

The nature of the support that a volunteer support team can provide in an emergency should be guided by the needs of the employee with a disability, keeping in mind that at no time is any employee to put himself or herself in danger.

[Table A-4](#) lists the location of the annunciator panel exit for each building at George Brown College.

Membership of the Volunteer Support Team

An employer cannot require employees to be part of a volunteer support team.

Support team members should be employees who

- are regularly located in the same area as the employee with a disability.
- volunteer of their own accord to provide assistance to the employee with a disability in an emergency situation.
- have a clear understanding of their roles and responsibilities in an emergency situation.

If the employee with a disability is comfortable using a volunteer support team, provide an opportunity for the employee to meet with the members of the support team to discuss any concerns and role-play the employee's individual emergency response plan.

Role of the Volunteer Fire Marshal

It is NOT the role of the volunteer fire warden to physically evacuate an employee who cannot independently and safely leave the building.

In an emergency requiring evacuation, the volunteer fire warden assigned to the floor can help direct the employee with a disability and the support team to the **NEAREST EXIT STAIRWELL** (designated waiting area), or to an alternate EXIT STAIRWELL if the **NEAREST EXIT STAIRWELL** is filled with smoke or otherwise unsafe.

d. Try to accommodate the preferences of the employee with a disability.

Try to provide the employee's preferred method of assistance if it will be safe for him or her, and for others. If this isn't possible, discuss appropriate alternatives with the employee. It's important that everyone clearly understand the protocol and the reasons behind it.

e. Document the employee's individual emergency response plan.

The specific preferences of an employee with a disability regarding how they can best be helped in an emergency situation should be recorded in the employee's individual emergency response plan.

[Appendix D-3](#) contains templates you can use when creating individual emergency response plans for employees with disabilities.

Copies of an employee's individual emergency response plan should be distributed to:

- Manager, Occupational Health and Safety, 500 Macpherson Ave.
- Human Resources, to be put in the employee's file.

f. Communicate and practise the individual emergency response plan.

Review the individual emergency response plan with all of the employees in your area so that everyone knows what to expect, what to do and who to notify in an emergency. Provide an opportunity for all employees to practise responding to an emergency situation.

When discussing an employee's individual emergency response plan with co-workers, focus the discussion on the assistance to be provided to the employee with the disability. Respect the employee's right to privacy and do not discuss or communicate information about the disability.

Emergency alarm drills are carried out annually in October. Arrange for the employee with a disability and the volunteer support team to conduct a run-through of the employee's individual emergency response plan to ensure that roles and responsibilities are clear, and to identify any possible issues that need to be addressed. Role-playing an emergency response is an important way to highlight any gaps in the plan.

g. Ensure that the individual emergency response plan is kept up to date.

Once an individual emergency response plan is created, the information should be updated as follows:

- annually, no later than September 30 of each calendar year.
- whenever a change in work-related or disability-related circumstances dictates a change in the plan (for example, if there is a change in the nature of assistance the employee needs).
- when the college's emergency-related systems or procedures change.

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Appendix D-1: Creating an IERP: Suggested Approach for Managers

When	An employee self-identifies as a person with a disability.
Ask	Does the employee wish to have an individual emergency response plan in place?
If yes	<ul style="list-style-type: none"> • Consult with the Manager, Occupational Health and Safety, ext. 4799, to identify existing college policies and procedures. • Consult with the employee to identify the employee's disability-related needs in an emergency that requires evacuation or lockdown. • Develop the individual emergency response plan in consultation with the employee. • Identify a volunteer support team, if appropriate. • Communicate the individual emergency response plan to all employees in your area. • Practise the individual emergency response plan. • Provide a copy of the individual emergency response plan to <ul style="list-style-type: none"> ◆ Human Resources, to be placed in the employee's file. ◆ Manager, Occupational Health and Safety. ◆ the employee. • Review the individual emergency response plan annually in consultation with the employee <ul style="list-style-type: none"> ◆ annually, no later than September 30 in each calendar year. ◆ whenever there are changes to the employee's work situation or disability-related needs. ◆ when the college's safety or emergency protocols change.
If no	<ul style="list-style-type: none"> • Discuss the support available to the employee in case it is needed in the future. • Make sure that the employee understands the emergency evacuation protocol when an individual cannot safely evacuate the building on their own. • Review the decision <ul style="list-style-type: none"> ◆ annually, no later than September 30 in each calendar year. ◆ sooner, if there are changes to the employee's work situation or disability-related needs. ◆ when the college's safety or emergency protocols change.

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Appendix D-2: Creating an IERP: Suggested Approach for Employees

When	You have a self-identified to your manager as a person with a disability.
Decide	Do you want to have an individual emergency response plan in place?
If yes	<ul style="list-style-type: none"> • Identify your disability-related needs in an emergency situation and discuss them with your manager. • Develop the individual emergency response plan in consultation with your manager. • Identify a possible volunteer support team, if appropriate. • Confirm that a copy of the individual emergency response plan will be distributed to <ul style="list-style-type: none"> ◆ Human Resources, to be placed in your file. ◆ Manager, Occupational Health and Safety, ext.4799. ◆ you. • Practise the individual emergency response plan with your support team. • Review the individual emergency response plan in consultation with your manager <ul style="list-style-type: none"> ◆ annually, no later than September 30 in each calendar year. ◆ if your work-related or disability-related needs change. ◆ if the college's emergency systems or procedures change.
If no	<ul style="list-style-type: none"> • Review your decision annually, or if sooner if your work situation or disability-related needs change. • Make sure you clearly understand the emergency evacuation protocol to be followed when an individual cannot safely or independently evacuate a building.

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Appendix D-3: IERP Templates

The three pages that follow contain templates you can use to create individual emergency response plans for employees who have self-identified as a person with a disability and who have requested such a plan.

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Individual Emergency Response Plan
Part 1: General Information

CONFIDENTIAL

For additional information, contact the Manager, Occupational Health and Safety, ext. 4799.

Employee Name		Employee No.	
School / Department			
Campus / Office			
Program			
College extension		Cell phone	

	Buildings used	Location and Floor
1		
2		
3		
4		
5		

Timetable	Day	Location	Time from	Time to	Location	Time from	Time to
	Monday						
	Tuesday						
	Wednesday						
	Thursday						
	Friday						
	Saturday						
	Sunday						

Areas used outside of normal working hours	
Nearest accessible washroom	
Designated waiting area	ELEVATOR LOBBY

Verify that a copy of the employee's identification is attached.	(√)
--	-----

Signature: _____ Date: _____

Print name: _____

**Individual Emergency Response Plan
Part 2: Personal Information**

CONFIDENTIAL

Employee Name		Employee No.
School / Department		

	Please circle	
Do you have a full time personal assistant?	YES	NO
Can you hear audible alarm signals?	YES	NO
Can you use stairs safely in an emergency?	YES	NO
Would you use the stairs without assistance?	YES	NO
Can you follow exit signage without assistance?	YES	NO

Do you use a wheelchair and/or any other device to aid your mobility?	YES	NO
If yes, please describe:		
If you use a wheelchair, it is a manual or electric chair? (circle one)	Manual	Electric
Do you use your wheelchair at all times while in the workplace? (circle one)	YES	NO

Are there measures that could be introduced that would help you when responding during an emergency situation?
If yes, please explain:

Signature: _____

Date: _____

Print name: _____

Extension: _____

Cell phone: _____

**Individual Emergency Response Plan
Part 3: Individual Plan**

CONFIDENTIAL

For additional information, contact the Manager, Occupational Health and Safety, ext. 4799

Employee Name	
Location of Workstation	
Hours of Employment	

Support Team Member	Location
1.	
2.	
3.	

<p>Assistance required:</p>
<p>Agreed evacuation route, if appropriate:</p>
<p>Designated waiting area: ELEVATOR LOBBY.</p>

Signatures

Employee: _____

Date: _____

Manager: _____

Date: _____

Security: _____

Date: _____

Distribute copies to:	✓
Employee	
Manager	
Human Resources	
Manager, Occupational Health and Safety	

E. Information for Volunteer Fire Wardens

George Brown College employees can volunteer to serve as fire wardens. Should an emergency occur, volunteer fire wardens are responsible for informing occupants of the need to evacuate a building, and directing those who may need assistance in order to safely evacuate.

In general, the role of fire wardens in an emergency situation requiring evacuation is to

- conduct a thorough search of their designated floor area to ensure occupants are alerted to the emergency.
- direct people to leave the building immediately using the **NEAREST EXIT STAIRWELL** if it is safe to do so.
- direct people who need help in evacuating the building to the **NEAREST EXIT STAIRWELL** (designated waiting area), and instruct them to wait on the landing inside the EXIT STAIRWELL for trained emergency professionals to help with evacuation, if it is safe to do so.
- direct people to an alternate EXIT STAIRWELL if the **NEAREST EXIT STAIRWELL** is filled with smoke, impassable or otherwise unsafe.
- Leave the building using the **NEAREST EXIT STAIRWELL**.
- Notify college personnel stationed at the building's annunciator panel exit of the exact location of people needing help with evacuation.

Volunteer fire wardens do **NOT** have the professional training to physically evacuate people who need assistance in leaving the building. People who need this assistance must wait for trained emergency professionals to help with evacuation. **The landings inside the EXIT STAIRWELLS on each floor of each building serve as designated waiting areas for people who require assistance.**

The college provides volunteer fire wardens with training that addresses

- college emergency and fire safety systems and procedures.
- how to direct people in an emergency situation.
- what to do once a person who needs assistance to evacuate has been directed to a safe designated waiting area to await trained emergency professionals.

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1. Fire Alarm Systems at George Brown College

George Brown College uses **2 different auditory fire alarm systems** in its buildings. Some buildings are equipped with a 2-stage auditory alarm; others with a 1-stage auditory alarm. A visual alarm system is in place in some buildings.

Fire wardens should review the explanation of the auditory and visual alarm systems presented in [Section A-3](#), and ensure they know the type of alarm systems that are active in their building as listed in [Table A-4](#).

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2. Responsibilities of Volunteer Fire Wardens

a. Maintain personal safety at all times.

- Fire wardens must not put their personal safety at risk at any time.
- Fire wardens must not try to evacuate individuals who cannot safely and independently leave a building.
- Fire wardens must not try to fight fires.

b. Carry out daily checks and report fire hazards.

As a fire warden, you are expected to conduct daily visual checks of your assigned floor area and report fire hazards immediately to the Campus Manager's office:

- St. James: (416) 415-5000 ext. 2363.
- Casa Loma: (416) 415-5000 ext. 4529.
- Waterfront: (416) 415-5000 ext. 3374.
- Ryerson: Security 9-416-979-5000 ext. 5001/5040.

If you're going to be away from campus, arrange for someone to replace you during your absence and lend them your fire warden vest for the duration of your absence.

c. Be visible in an emergency.

When the alarm sounds, fire wardens should put on their fire warden vests. Vests can be picked up from the First Aid Centre at the St. James or Casa Loma campus.

d. Follow approved emergency evacuation procedures.

In the event of an emergency, you are expected to

1. Make decisions regarding occupant safety, and direct occupants to safe areas as appropriate to the situation.
2. Conduct a thorough search of your assigned floor area to ensure all occupants are alerted to the emergency.
3. Direct occupants to leave the building using the **NEAREST EXIT STAIRWELL**.
4. Direct occupants to **NOT USE** the elevators.
5. Direct occupants who need assistance to evacuate to the **NEAREST EXIT STAIRWELL** (designated waiting area) for your floor.
 - Tell them to wait on the landing inside the EXIT STAIRWELL for trained emergency professionals who will help with evacuation.
 - Tell them you will alert college emergency personnel to their location.
6. Note the exact location of occupants who will require assistance to evacuate the building such as, for example,
 - floor number.
 - office or room number.
 - workstation number or location.
 - EXIT STAIRWELL number.
 - exit number.
7. Check the **NEAREST EXIT STAIRWELL** before you leave the floor, if it is safe to do so, to determine whether occupants are waiting for assistance to evacuate.
8. Check the washrooms on your floor to determine whether employees who are Deaf, deafened or hard of hearing need to be alerted to the emergency.
9. Proceed with **CAUTION** before opening a door. Feel the door, and then the doorknob, for the presence of heat.
 - If you detect heat, do not open the door. Proceed to an alternate exit STAIRWELL.
 - If there is no presence of heat, brace yourself against the door and open it carefully.
 - If, upon opening the door, you detect smoke, air pressure or a hot draft, close the door quickly and proceed to an alternate exit STAIRWELL.
10. Leave the building using the **NEAREST EXIT STAIRWELL**.
 - **DO NOT use elevators.** The elevators are designed to ground during an alarm
11. Once outside, proceed to the building's annunciator panel exit. [Table A-4](#) lists the location of the annunciator panel exits for all buildings.

- Report the exact location of occupants who need assistance to evacuate the building to the college emergency personnel stationed there.
 - **DO NOT** re-enter the building.
12. Move away from the perimeter of the building to provide clear access for emergency first responders.
 13. Direct bystanders to move a safe distance away from the perimeter of the building and adjacent areas (generally across the street).
 14. Continue to follow emergency evacuation procedures until the evacuation is complete, the alarm is silenced and reset, and authorities give permission to re-enter the building.

Note that emergency alarm drills are held every October to practise emergency evacuation procedures.

e. FAQ: Alerting people who are Deaf, deafened or hard-of-hearing.

- Q** Should fire wardens have signs to alert Deaf, deafened and hard of hearing occupants in an emergency?
- A** The fire warden vests serve as signs. This manual informs faculty, continuing education instructors, support staff and administrators that fire wardens will be wearing identifying vests in an emergency. Faculty and continuing education instructors will inform students when they review the emergency evacuation instructions at the beginning of the semester.
- Q** What is the college protocol around ensuring that Deaf, deafened or hard-of-hearing staff or students have evacuated the washrooms in the event of a fire alarm?
- A** While some buildings are equipped with visual alarm systems in some areas of the building, there are no visual alarms in the washrooms. In an emergency requiring evacuation, fire wardens will check washrooms in their assigned coverage areas.

f. FAQ: Evacuation procedures.

- Q** Is there a specific evacuation time limit?
- A** No. However it's important for occupants to exit quickly, safely and in an orderly manner.
- Q** Some doors (such as those in childcare) lock with codes. Do we (faculty and staff) still shut those doors behind us?
- A** Yes. All doors need to be closed.
- Q** During an evacuation, do students have enough time to remove lab coats?

- A** When an alarm sounds in a building with a 1-stage alarm, the recommended action is always to leave the building immediately. When the **SLOW** (stage 1) alarm sounds in a building with a 2-stage alarm, students can remove their lab coats in preparation for leaving the building. Under no circumstances can students go to their lockers.
- Q** What are the procedures for the Student Association and vendors? Are they informed of the evacuation procedures, or at least the types of alarms?
- A** They receive the same emergency safety information as everyone else on campus, and fire drills are held each October.
- Q** What is the “all clear” signal? What type of signal is given?
- A** College emergency personnel stationed at the building’s annunciator panel exit will tell fire wardens when it is safe to re-enter the building.

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3. Responsibilities of Volunteer Outdoor Fire Wardens

Outdoor fire wardens are assigned to ensure that the exits are kept clear for access by emergency professionals.

As an outdoor fire warden, upon hearing the alarm in buildings equipped with a 1-stage auditory alarm, or upon hearing the **FAST** fire alarm (**Stage 2**) in buildings equipped with a 2-stage auditory alarm, you must

- leave the building immediately.
- position yourself at your designated exit.
- direct people leaving the building to move a safe distance away from the perimeter of the building and its adjacent areas to provide clear access for emergency professionals.
- move away from the building once occupants have stopped exiting.

Outdoor fire wardens must not obstruct access to the building for emergency personnel.

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4. Supporting People who Need Assistance in Evacuating the Building

The role of the fire warden is to get occupants out of the building. The fire warden **does not wait** with someone who needs assistance to evacuate the building.

When an alarm is activated, there may be employees, students or visitors in your assigned floor area who need assistance to safely evacuate the building.

- Employees with disabilities may have **individual emergency response plans** in place that outline the specific protocol to be followed in case of an emergency. If they are unable to independently and safely evacuate the building, these plans state that they are to move to the **NEAREST EXIT STAIRWELL** to wait for assistance from trained emergency professionals.
- Students who require assistance to evacuate will be directed by their instructors to move to the **NEAREST EXIT STAIRWELL**.
- Visitors to the college who require assistance to evacuate will need to be directed to move to the **NEAREST EXIT STAIRWELL**.

Be aware that people who are Deaf, deafened, hard of hearing, ASL/LSQ⁴ users, and people with speech/language disabilities may be unable to obtain evacuation information from the auditory fire alarms or by using the yellow emergency call boxes or blue emergency pull stations to contact Security.⁵ In an emergency, they may need additional instruction from volunteer fire wardens.

In an emergency that requires evacuation:

1. Check your assigned coverage area(s) to identify individuals who will need assistance from trained emergency professionals to evacuate the building. Close doors behind you.
2. Direct these individuals to move to the **NEAREST EXIT STAIRWELL** (designated waiting area) if it is safe to do so, or to an alternate EXIT STAIRWELL if the nearest EXIT STAIRWELL is unsafe.
 - Tell them to wait on the landing inside the EXIT STAIRWELL for trained emergency professionals who will help them evacuate the building.
 - Tell them you will notify college emergency personnel of their location.
3. Make a final check of the EXIT STAIRWELLS in your coverage area before leaving the building, if it is safe to do so, to determine whether anyone is waiting for assistance to evacuate.
4. Leave the building using the **NEAREST EXIT STAIRWELL**.
5. Once outside, proceed to the building's annunciator panel exit and report the location of these individuals to college emergency personnel stationed there.

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⁴ American Sign Language/Langue des signes québécoise.

⁵ Blue pull stations at the Ryerson campus.

5. If Heavy Smoke, Fire or Obstacles Prevent Evacuation

If heavy smoke, fire or obstacles in your area prevent you from evacuating the building or proceeding to the **NEAREST EXIT STAIRWELL**, follow this protocol:

1. Close the door(s) to the room or area. Leave the door(s) unlocked so trained emergency professionals can enter.
2. Dial 9-911 on a college phone, if possible, or 911 on your cell phone. Report your exact location.
3. Stay low to the ground.
4. Wait for instructions or information from trained emergency professionals.
5. Remain calm.

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6. Stepping Down from Volunteer Fire Warden Duties

If you are no longer able to serve as a fire warden, it is essential that you inform the Manager, Occupational Health and Safety, at ext. 4799.

Fire wardens are a key component of the George Brown College emergency preparedness plan and procedures. If possible, please provide a month's notice so the college can find a replacement and maintain continuity of coverage.

Return your fire warden vest to one of the following locations:

- First Aid Centre, St. James Campus, 200 King St E, Room 116.
- First Aid Centre, Casa Loma Campus, C bldg 160 Kendal Ave, Room C227.
- Office of the Manager, Occupational Health and Safety, Casa Loma Campus, 500 MacPherson Ave, Room 101.

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