

SECURITY

- GUIDELINES & PROCEDURE
- For all emergencies, Call **911**
and **Campus Security 398-3000**

Fire Safety in Trottier building

1. Fire Safety
2. Fire Protection equipment
3. Evacuation team members
4. The nearest safe exit
5. Exit map
6. How-to use the Fire extinguisher
7. Fire Prevention Officers

Fire Protection Equipment

In Trottier we have:

- A fire alarm system
- Standpipe and hose system
- *Portable fire extinguishers*
- Sprinkler protection

Identification of evacuation team members

We ask that the evacuation team members be identified by the orange vest:



- ▶ Evacuees know they need to follow your instructions. *(it really helps!)*
- ▶ Security and the fire department will know you may provide them with information about the emergency and that you are there to help.

The nearest safe exit?

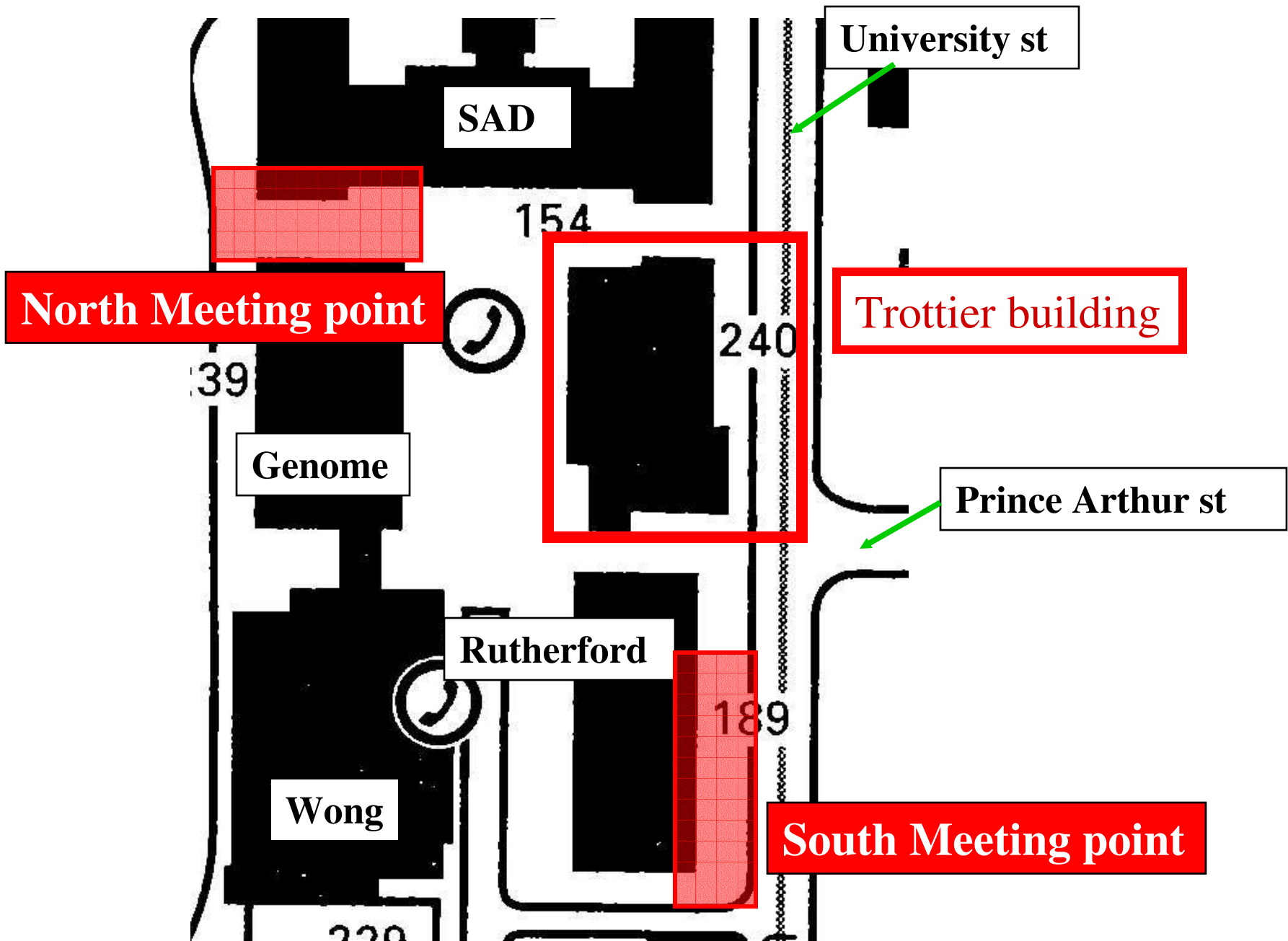
Know your exits:

- ▶ Review the posted evacuation plans
- ▶ Physically locate your fire exits
- ▶ Make sure they can be accessed
(locked door, furniture or other obstruction)



At the time of an emergency, is the exit safe for evacuation?

Make sure there is no smoke or hot gases in the staircase, then proceed.



Evacuation team in Trottier

Procedure for people with disabilities

- A monitor or volunteer should remain with a mobility impaired person, close to the emergency exit
- Make sure someone advises the Bldg Emergency Warden or Security, which will in turn advise the Fire Chief
- Firemen will evacuate these people if there is a need to do so.

1. Pull the pin



- Hold the extinguisher below the gage.
- If you turn the pin the plastic seal will break.
- Pull out the safety pin

How to use portable fire extinguishers.

- 1 **P**ull the pin (braking the tamper seal)
- 2 **A**im the nozzle at the base of the fire
- 3 **S**queeze or press the handle
- 4 **S**weep from side to side at the base of the fire until it goes out. Watch for reflash and reactivate extinguisher if necessary.

2. Aim the nozzle at the base of the fire

- Release the nozzle and hose from its clamp (some extinguishers are not provided with hoses).
- Aim the nozzle carefully near the base of the fire.



3. Squeeze the handle



4. Sweep at the base of the fire

Fire Prevention Officers

- **Aline Fontaine and Luiz Antonio Fernandes Fire Prevention Officers**
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