



WESTERN UNIVERSITY
THE OFFICE OF
FIRE SAFETY & EMERGENCY MANAGEMENT

Graphics Building
Room 123
London, Ontario, N6G 1G9



DATE: October 2018

FIRE SAFETY POLICY: 103

SUBJECT: Shelter in Place

I. PURPOSE

The purpose of this policy is to ensure the safety and welfare of all faculty, staff, students, and visitors. This policy is to ensure the safety of occupants in the building who have a physical disability that may be limited in their ability to evacuate the building by means of stairwells and whereas elevators are not available during a fire alarm.

II. OBJECTIVE

The objective of this policy is to ensure the safety of the buildings occupants that are not able to leave safely in the event of a fire alarm and that Shelter in Place applies:

- If the person has a physical disability that limits their ability to leave.
- If the person will slow down the egress path and put themselves in harm's way.
- If there is a surgery in progress and the person is under sedation and cannot leave. (The person conducting the surgery will stay with the occupant)
- If the person is on crutches and may not be able to use the stairs due to putting themselves in more danger.
- If there is fire/smoke blocking your exit.

III. SCOPE

This policy is applicable to all faculty, staff, students and occupants within the building in all Western owned properties. (This may apply to affiliates of Western University)

IV. RESPONSIBILITIES

- Seek a safe area to shelter in place; this could be an office, work area or stairwell.
- Ensure the door where the person is sheltering in place is closed, to safeguard if they are near the problem area or if there is smoke accumulating near.

- Immediately phone Campus Police at 519-661-3200 from a cell phone or 911 from a campus landline or London Police to inform them that the fire alarm is sounding, tell them your location, circumstances for not evacuating, intention for remaining in the building and inform them if you are in immediate danger.
- Provide a phone number/extension you are calling from as it is imperative that this phone number can receive return calls. NOTE that pay telephones generally cannot receive incoming calls.
- Campus Police have radio contact with officers at the scene and will provide you with updates on the situation via the phone number provided. At any time, you can also call back for an update. In the event that your safety could be compromised, Firefighters will assist in your safe evacuation.

For additional information regarding Shelter in Place, please contact the Western University Fire Safety Department at 519-661-3300 or firesafety@uwo.ca