

Emergency Procedures

In the event of any emergency, you must think clearly.

Remain calm.

It is your responsibility to read safety posters and follow instructions during an emergency. ***Know the location of the laboratory fire extinguisher, fire alarm, first-aid kit, room and building fire exits and emergency contact numbers.***

General Emergency

1. **Notify emergency personnel.**

- **Call emergency (911)** and direct them to the location of the accident/incident:

Laboratory Address:

Fundamentals Lab:

Galbraith Building (GB)

35 St. George Street, 3rd Floor, Room 341

Communications Lab:

Sandford Fleming Building (SF)

10 King's College Rd, 2nd Floor, Room 2201

Microwave Lab:

Galbraith Building (GB)

35 St. George Street, 3rd Floor, Room 347

Photonics Lab:

Sandford Fleming Building (SF)

10 King's College Rd, 2nd Floor, Room 2112

Digital & Embedded Systems Lab (DESL):

Bahen Centre for Information Technology (BA)

**40 St. George Street, 3rd Floor,
Rooms BA3135 / BA3145 / BA3155 / BA365**

Systems Control Lab:

Bahen Centre for Information Technology (BA)

40 St. George Street, 3rd Floor, Room BA3114

It is critical to **inform the emergency personnel of the nature of the accident, specifically in case of an electrical accident.**

- **Call U of T Campus Safety (416-978-2222)** to inform them of the incident for support and resources.
 - **Inform Lab Manager and TA of the incident.**
2. Clear a path to the injured person – move furniture, equipment and unlock doors.
 3. Bring in the Automated External Defibrillator (AED) device.
 4. Send one individual to the main entrance of the building to help direct emergency response to the incident location.

Fire and Evacuation Procedures

Fire Alarm Evacuation Procedure

Upon hearing the fire alarm or when an evacuation order is received,

- **Do Not** assume the alarm is false or a drill.
- Remain calm, and immediately **walk** towards the safest and nearest exit (see Appendix B for corresponding maps); everyone **must** evacuate.
- **Do Not** use an elevator after a fire alarm activation unless an “all cleared” has been issued.
- Once outside the building, **Do Not** block access to the building; stay away from hazard zone (possible falling debris) and clear space for emergency workers to operate freely.
- **Never** re-enter the building after a fire alarm activation even if the fire alarm has stopped; you can re-enter the building **ONLY** when an “all cleared” has been issued by the authorities; fire alarm stoppage is **NOT** an all clear.
- Treat all scheduled fire alarm drills as real.

Fire Emergency

When calling to report a fire, notify emergency personnel of the exact location (building and room number) of the incident.

- A. In the event of a fire in your work area, shout “Fire!” to alert all in the area.
- B. Assist any person in immediate danger to safety, if it can be accomplished without risk to yourself. Don’t put yourself in danger.
- C. **Call 911 and activate the building fire alarm** (See Appendix B for locations of the nearest alarm). Be prepared to provide them with the address of the location of the fire. (see above “Laboratory Address:”).
 - Call Campus Safety (**416-978-2222**).
- D. Do not attempt to extinguish a fire if:
 - You don’t know what is burning.
 - The fire appears too large to handle with one extinguisher.

- The fire is spreading rapidly beyond the spot where it started.
 - You don't have an adequate or appropriate fire extinguisher.
 - You might inhale toxic smoke.
 - Your instincts tell you not to.
- E. *If safe*, attempt to extinguish the fire with a fire extinguisher:
- Pull the pin located at the top of the level while you hold the extinguisher in an upright position by the handle.
 - Aim the nozzle of the extinguisher directly at the fire. Try to identify the point of origin if you can.
 - Squeeze the level of the extinguisher while directing the nozzle at the point of origin.
 - Sweep and cover the area with the extinguishing substance.

Do not get closer than 6 feet to the fire.

F. **If the fire is growing beyond your control, and you cannot put the fire out within 30 seconds:**

- Immediately vacate the building via the safest and closest exit route.
- **Get out of the building/area immediately, close but do NOT lock the door. Do NOT use elevators!**

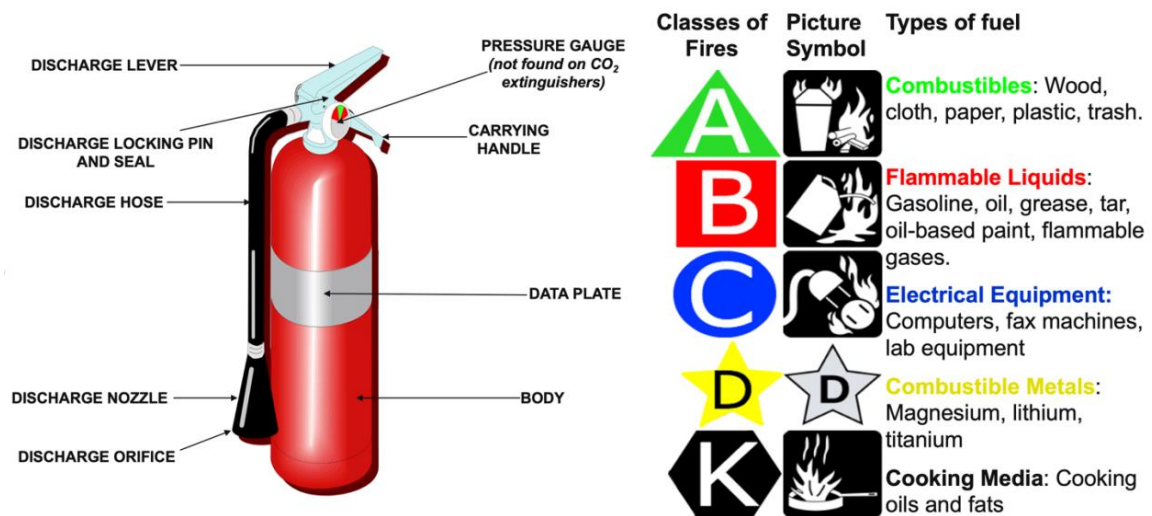


Figure 1: Fire Extinguisher & Fuel Classifications

Refer to "APPENDIX B: Maps for Laboratories" to familiarize yourself with the exact location of fire extinguisher and first aid kits in each lab.

Important Fire Emergency Safety tips:

- Do not attempt to fight a major fire on your own.
- Do not attempt to save any possessions at the risk of personal injury.
- Stay close to the ground if moving through smoke.
- Never throw water on an electrical fire.
- Never enter a room that is smoke-filled or containing a fire, feel the top of doors. If they are hot, or smoke is visible, do not open.
- Everyone is responsible for knowing the location of the nearest fire extinguisher, the fire alarm, and the nearest fire escape.
- If safe to do so, lab managers should shut down equipment and main shut off valves prior to evacuating.

Calling 911

- **Listen carefully, speak clearly and try to remain calm.**
- **State your emergency** (injury due to fire, electrical shock, fall, medical condition, etc.)
- **Remain on the phone with the 911 dispatcher and follow instructions.**
- **Be prepared to provide the condition of the injured person to the best of your ability.**
- **Be prepared to provide your exact location** (building and room number) when asked. These can be found on the Fire Safety posters near the room entrance (See Appendix B).
 - Location is particularly important if you are calling from a cellphone or an internet/VoIP phone (see below). Cellphones provide only general location information; internet phones provide no location information.
 - Any other information, such as major intersections and street access to your current location, would be helpful indicators for emergency personnel.
- **Try to find the name of the individual(s) involved in the accident**, this also will be needed to fill out an incident report.
- If possible, **send someone to the main entrance of the building to help direct the emergency responders to the incident location.**
- **Monitor the individual** until the arrival of Fire / Paramedic Service personnel.

Clothing on Fire

Do not use a fire extinguisher on people.

STOP what you are doing, **DROP** to the floor and cover your face, then **ROLL** back and forth on floor and scream for help until the fire is out.

If you cannot stop, drop and roll...

Wrap with a fire blanket to smother the flame (a coat or other non-flammable fibre may be used if the fire blanket is unavailable). Do not wrap a standing person; rather, lay the victim down to extinguish the fire. The blanket should be removed once the fire is out to disperse the heat.